

Pinellas County Schools
Regular School Board Meeting

Tuesday, November, 12, 2013 10:30 AM

School Administration Building

301 Fourth Street SW

Largo, FL 33770

<https://www.pcsb.org>



Vision:
100% Student Success

Mission:
***"Educate and prepare each
student for college, career
and life."***

(Public Comments will begin 30 minutes before the beginning of each regular Board Meeting.)

Agenda

I. Amendments to the Agenda

II. Invocation

***Pastor Bob Martin, St. Paul United Methodist Church, 1199 Highland Ave.,
Largo, FL 33770***

III. Pledge of Allegiance

National Anthem

Maya Berrios, Northeast High School

***Video: Jacobson Culinary Arts Academy Provides Ingredients to Inspire
Next Generation of Chefs***

IV. Introduction of Professional and Community Organization Reps

Melaine Marquez Parra - Public Information Officer

V. Presentation by Student Rights and Responsibilities

Northeast High School

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- 1. The above listed recommendations to the School Board of Pinellas County are submitted for consideration and approval at the meeting of November 12, 2013. _____ Superintendent of Schools***

2. Public Participation - Revised 9/27/12
Meeting Procedures

The Board welcomes public comment. For those who wish to speak to the Board, please note the following:

You are given three separate opportunities to speak. The first is during "Public Comment" on a topic not included in the agenda but pertaining to the general business of the district. The second is on one or more agenda items, and this opportunity occurs prior to the adoption of the agenda by the Board. The third is at public hearings, such as budget hearings, and second readings on Board policy, when you are able to speak to the Board before it takes action.

In each case, (1) you must register to speak with the superintendent's designee at the entrance to the meeting room as described below; (2) you will be called in the order you registered with the superintendent's designee or as announced by the chairperson; (3) you will be allotted three (3) minutes, which may only be extended with the approval of the chairperson; and (4) you may not yield your time to any other person. To avoid repetition, speakers supporting or opposing the same issue are encouraged to designate a spokesperson and have the spokesperson request that members of the audience supporting the position stand during the presentation.

If you wish to speak to agenda items, you must register prior to the time the last speaker on agenda items concludes his or her comments. If you wish to speak during the Public Comment period, you must register prior to the time the last speaker during that period concludes his or her comments. If you wish to speak during a Public Hearing, you must register prior to the time the last speaker during the Public Hearing concludes his or her comments.

The following additional procedures apply depending upon the specific speaking opportunity:

1. Public Comment. Thirty (30) minutes will be set aside immediately preceding each regular meeting for presentations from the audience on matters not covered by items on

the agenda (excluding employee discipline), but which pertain to the general business or operation of the Board or District. The Board will not act on or respond to any matter you may raise during your presentation, except to correct inaccuracies. If the number of speakers who sign up cannot be accommodated during the thirty (30) minute period, the remaining speakers will be given an opportunity to speak after the adjournment of the meeting. In addition, other speakers may sign up to speak before adjournment of the regular meeting or until the last registered speaker has finished, whichever is later.

2. Numbered Agenda Items. Time will be set aside immediately preceding adoption of the agenda during each regular meeting for you to address numbered agenda items. You may address as many agenda items as you wish during your three (3) minute period, other than items pertaining to employee discipline.
3. Public Hearings. Time will be set aside at each public hearing for you to speak on the agenda item. You must confine your comments to the agenda item.

Regulation of Disruptive Speech

Board meetings are a limited open forum for First Amendment purposes, and your exercise of your First Amendment right of free speech in that context will be recognized and protected, subject to reasonable restrictions as to time, place, and manner. Applause is permitted only when awards are granted.

To ensure the expeditious and orderly process of Board meetings, the Chairperson may:

1. Interrupt or terminate a speaker when his/her statement is not relevant, exceeds the time allotted, or is abusive, threatening, defamatory, obscene, profane, loud, interruptive, or otherwise of a disruptive or disorderly nature; and
2. Order the removal of any person interfering with the expeditious or orderly process of the meeting, provided the Chairperson has first issued a warning that continued interference with the orderly processes of the meeting will result in removal.

Nothing herein is intended, nor shall anything be construed, to limit or restrain negative, positive, or neutral comments about the manner in which Board employees, agents, the Superintendent, and Board members carry out their duties in public employment or office.

Recording of Board Meetings

Recordings are permitted under the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted in the meeting room while the Board is in session.

3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

Revised 9/27/12

SCHEDULED

PRESENTATION (ID # 4321)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of the Proclamation Acknowledging American Education Week

BACKGROUND:

We request the School Board adopt the attached proclamation designating the week of November 18-22, 2013, as "American Education Week."

American Education Week (AEW), an annual commemoration now in its 92nd year. The theme, **Raise Your Hand for Student Success!**, presents all Americans with a wonderful opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every child receives a quality education.

ATTACHMENTS:

- PROCLAMATION American Education Week (PDF)

PROCLAMATION

American Education Week

WHEREAS, public education is the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, public education employees, be they educators, substitute educators, higher education faculty and staff, custodians, teachers, bus drivers, clerical workers, food service professionals, skilled trades workers, health and student service workers, security guards, technical employees, or librarians, work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, public schools are the foundations of neighborhoods and communities, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common purpose.

NOW, THEREFORE, the School Board and Superintendent of Pinellas County Schools do hereby proclaim November 18-22, 2013, as

American Education Week

and urge all that observe this week by taking time to recognize and acknowledge the impact of public education on our lives.



Superintendent

School Board Chair

November 12, 2013
Date

SCHEDULED

PRESENTATION (ID # 4301)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D, SUPERINTENDENT

SUBJECT: Request Approval of the Proclamation From Governor Rick Scott for Florida
Parental Involvement During Education Month, November 2013

BACKGROUND:

Governor Rick Scott has designated the month of November as Parental Involvement month. In an effort to make education meaningful for families and students, he has written a proclamation for every district. The proclamation encourages parents to play a more active role in their children's education, and educators to strengthen the connections between parents and schools.

DATA SOURCE:

Valerie Brimm, Ed. D., Director, Office of Strategic Partnerships

SUBMITTED BY:

Lori Matway, Associate Superintendent, Student and Community Services

ATTACHMENTS:

- Governors Proclamation (PDF)



RICK SCOTT
GOVERNOR

FLORIDA PARENTAL INVOLVEMENT IN EDUCATION MONTH

WHEREAS, family involvement in a child's learning is critical to student success from preschool through college and sets the foundation for preparing Florida's students to be life-long learners and meaningful contributors to society; and

WHEREAS, creating an environment where learning takes place not just in a classroom, but as a central part of family life, requires that parents play an active role in their children's education; and

WHEREAS, research indicates that there is a direct correlation between the high expectations and positive contributions of a child's parents, and high student achievement; and

WHEREAS, the role of parents in creating a successful pre-school through college education system for Florida's children cannot be overstated; and

WHEREAS, Florida's educational leaders are developing resources for parents looking to engage more fully in their children's education and to strengthen the connections between parents and schools; and


WHEREAS, Florida Department of Education staff members are available to provide information, resources, and training to support families and educators in using school and state accountability data, making informed school choice decisions, and establishing effective home-school collaborations so that families can be actively involved in the academic achievement and development of students; and

WHEREAS, it is appropriate to recognize the critical contributions made by parents who foster a love for learning in their children, and by educators who acknowledge the importance of parental involvement and encourage making parental involvement an integral part of the mission of all schools;

NOW, THEREFORE, I, Rick Scott, Governor of the State of Florida, do hereby proclaim November 2013 as *Florida Parental Involvement in Education Month* and encourage parents and schools to create strong partnerships on behalf of the future of our children, our state, and our nation.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed at Tallahassee, the Capital, this 23rd day of October, in the year two thousand thirteen.


Governor

SCHEDULED

PRESENTATION (ID # 4320)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of the Proclamation Acknowledging National Education Support Professionals Day

BACKGROUND:

We request the School Board adopt the attached proclamation designating Wednesday, November 20, 2013, as "National Education Support Professionals Day."

National Education Support Professionals Day was first celebrated in 1987, after the National Education Association's (NEA) Representative Assembly called for the creation of a way to honor the contributions of school support staff. National Education Support Professionals Day is a time to strengthen support and respect for these colleagues. Today's support professionals provide invaluable services that enable students to learn in positive, supportive environments and are equal and essential partners in the education process. National Education Support Professionals Day is observed on Wednesday during American Education Week.

ATTACHMENTS:

- PROCLAMATION Education Support Professionals Day (PDF)

PROCLAMATION

National Education Support Professionals Day

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, education support professionals are an integral part of the education process; and

WHEREAS, education support professionals provide a safe and healthy learning environment for students; and

WHEREAS, education support professionals work tirelessly to serve our children and communities with care and professionalism.

NOW, THEREFORE, the School Board and Superintendent of Pinellas County Schools, do hereby proclaim Wednesday, November 20, 2013, as

National Education Support Professionals Day

and urge all that observe this day by taking time to recognize and acknowledge the importance of education support professionals in our public schools.

Superintendent



School Board Chair

November 12, 2013
Date

11/12/13 10:30 AM

Regular School Board Meeting301 Fourth Street SW
Largo, FL 33770**Pinellas County
Schools****SCHEDULED****RECOGNITION (ID # 4298)**

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Recognition of Pinellas Technical Education Center St. Petersburg for Recently Being Re-Accredited by the Southern Association of Colleges and Schools Division of Council on Occupational Education Presented by Dave Barnes, Executive Director, Career Technical and Adult Education.

BACKGROUND:

The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 360,000 students across the nation who pursue careers in a variety of technical fields. This accreditation process occurs once every five years.

Pinellas Technical Education Centers have been accredited by either COE or COEI since their beginnings; the Clearwater campus in 1971 as a charter member of COEI and the St. Petersburg campus in 1976. Both campuses have maintained their accreditation since that time.

Pinellas Technical Education Center St. Petersburg recently completed its reaccreditation process that began over one and a half years ago with a week-long visit by five members of the COE Accreditation Team comprised of career technical district and college professionals from across the United States. During the visit, the team observed every career technical program, examined the institution based on eleven national standards, interviewed administrators, teachers, support staff, plant operations and students, in order to gain a full perspective of the entire educational process at Pinellas Education Technical Center St. Petersburg.

At the exit conference, the visiting team chairperson reported that they will make their recommendation for reaccreditation with no "findings" or formal recommendations for improvement. While it is common for a visiting team to recommend reaccreditation with "findings," this is the first time either technical center has been reaccredited with no "findings."

SUBMITTED BY:

Pamela T. Moore, Associate Superintendent, Teaching and Learning Services

SCHEDULED

REQUEST FOR APPROVAL (ID # 4295)

ATTACHMENTS:

- Regular Meeting 10-22-13 (PDF)
- w13Oct15 (PDF)
- w13Oct24 - Bridging the Gap Summit (PDF)

Regular School Board Meeting

Tuesday, October, 22, 2013 5:00 PM

School Administration Building

301 Fourth Street SW
Largo, FL 33770

~ Minutes ~

<https://www.pcsb.org>

Public Comments

Prior to the presentations, Mrs. Cook shared with the public that they may speak to the Board at this time on topics of a general nature.

The following individuals presented their comments to the Board:

1. Christine Tsotsos

Ms. Tsotsos, retired teacher, addressed the Board to express her concern with the discourse in the classroom that is resulting from the requirements that are coming from various mandates. Ms. Tsotsos requested that the leadership offer and encourage conversations with the teachers, rather than causing children's spirits to be broken and teachers to be stressed, some even leaving the profession in the name of rigor.

2. Fred Roemer

Mr. Roemer, teacher at Pinellas Park Elementary School, addressed the Board to state that teachers need relief from the overload of paperwork so that they can do what they are expected to do, teach from bell to bell. Mr. Roemer suggested that teachers not be required to complete a rubric for each task; and that the district created subject timeline be created in a one, unlined document with specific fields and with a drag-and-drop capability. Mr. Roemer suggested that this will provide relief from writing lesson plans for teachers and give them time to actually prepare for instruction.

3. Lucia Hagen

Ms. Hagen stated that she will also speak for Aaron Applegate.

Ms. Hagen, a sixteen-year veteran teacher, addressed the Board to share insight into her life as a teacher. Ms. Hagen shared that there are so many "curve balls" coming at her in the classroom that leave her battered, confused and exhausted. Ms. Hagen stated that teachers feel obligated to forego any creative endeavors in order to comply with mundane, mandated paperwork. Ms. Hagen stated that the Board needs to understand how the rule changes that are sent down to the school affect school-based personnel.

4. Aaron Applegate

Mr. Applegate was represented by the previous speaker.

5. Rachel Mita

Ms. Mita, seventeen-year teacher, addressed the Board to state that the new appraisal system that the Board approved was not well thought out and is outrageous and unfair. Ms. Mita stated that until the VAM (Value Added Model) scores truly reflect the students she teaches in her classroom, she will consider them as punitive measures against classroom teachers by those who should respect them most.

Attachment: Regular Meeting 10-22-13 (4295 : Approval of Minutes)

Ms. Flowers asked Dr. Grego if the VAM measure is something the district has been mandated to follow. Dr. Grego stated that the system is a requirement of Florida statute; that we, as a district, are not satisfied with the system; and, that the superintendents are looking into this process, as well.

6. Lenore Faulkner

Ms. Faulkner stated that she has provided both Mrs. Krassner and Dr. Grego with some information that should not be shared. Ms. Faulkner shared that she was at the Tampa VA Hospital and that she has also spoken at the County Commission meeting earlier today. Ms. Faulkner shared information regarding her family's medical issues and the lack of assistance that she received from Seminole High School staff when her son attended that school.

7. Susan Jenkins

Ms. Jenkins, member of SHAC (School Health Advisory Committee) addressed the Board to share the goals of SHAC and to provide a brief update on the after-school program, holistic-in-nature, that was developed and provided at the Enoc Davis Center for identified at-risk students.

8. Melinda Lenehan

Ms. Lenehan addressed the Board to discuss statements provided by Mr. Koperski in response to her presentation at the last Board meeting.

9. Dianne Wood

Ms. Wood addressed the Board to request that a middle school feeder pattern be developed for students attending Gulfport Montessori program. Ms. Wood shared that she plans to attend the meeting being scheduled by the principal at Gulport Elementary to discuss this further.

10. Holly Tracy

Ms. Tracy addressed the Board to request that a middle school feeder pattern be developed for students attending Gulfport Montessori program. Ms. Tracy stated that the Gulfport Montessori program loses families because it doesn't have a feeder pattern to a middle school Montessori program.

11. Joseph Morgan

Mr. Morgan addressed the Board to state that he wants his good name cleared of charges filed through OPS (Office of Professional Standards). Mr Morgan shared information pertaining to the various jobs he has held and requested that Dr. Grego remove all references in his file to an OPS investigation. Mr. Morgan stated that he recently buried his wife; that his father always told him that a good name is important to keep; and, that he now has nothing left except his name. Mr. Morgan requested a hearing before an arbitrator .

12. Paula Stephens

Ms. Stephens, parent and teacher, addressed the Board to express her concern with the amount of paperwork that she, as a teacher, is required to complete. Ms. Stephens stated that the Board Members should step into the day of an elementary teacher to experience the excess paperwork that needs to be completed along with the task of educating the students.

There were no additional presentations from the audience; and, this session ended at 5:35 p.m.

Regular School Board Meeting

Tuesday, October, 22, 2013 5:30 PM

School Administration Building

301 Fourth Street SW
Largo, FL 33770

~ Minutes ~

<https://www.pcsb.org>

I. Call to Order

The meeting was called to order at 5:30 PM on October 22, 2013 at the School Administration Building, 301 Fourth Street SW, Largo, FL.

Attendee Name	Organization	Title	Status	Arrived
Deborah Beaty	Pinellas County Schools	Adm. Assistant and Clerk to the Board	Present	
Michael A. Grego	Pinellas County Schools	Superintendent	Present	
William Corbett	Pinellas County Schools	Deputy Superintendent	Present	
Michael Bessette	Pinellas County Schools	Associate Superintendent/Operations	Present	
Kevin Smith	Pinellas County Schools	Associate Superintendent/Finance Business Services	Present	
David Koperski	Pinellas County Schools	Board Attorney	Present	
Carol J. Cook	Pinellas County Schools	Chairperson	Present	
Peggy O' Shea	Pinellas County Schools	Vice Chairperson	Present	
Rene Flowers	Pinellas County Schools	Board Member	Present	
Robin L Wikle	Pinellas County Schools	Board Member	Present	
Janet R. Clark	Pinellas County Schools	Board Member	Remote	
Terry Krassner	Pinellas County Schools	Board Member	Present	
Linda S. Lerner	Pinellas County Schools	Board Member	Present	

II. Amendments to the Agenda

At this time, the Dr. Grego shared the following changes to the agenda subsequent to its publication seven days ago:

Consent Item #8, Page 108 - Corrected organization chart

Consent Item #15 - Moved to Nonconsent #1

Consent Item #16 - Moved to Nonconsent #2

Mrs. Cook stated that, as Chairperson, she has found good cause to amend the agenda accordingly.

Attachment: Regular Meeting 10-22-13 (4295 : Approval of Minutes)

III. Invocation

Pastor Pamela Smith, Grace Lutheran Church, 1812 N. Highland Ave, Clearwater, FL

The Invocation was delivered by Pastor Smith.

IV. Pledge of Allegiance

The Pledge of Allegiance followed the Invocation.

National Anthem

Following the Pledge of Allegiance, Nathalie Hernandez, Dunedin High School student, performed the National Anthem.

Video: "Dinner Program Serves up Academic Success"

A video was shown highlighting the dinner program being provided to students who are involved in the after-school programs at Maximo Elementary School.

V. Introduction of Professional and Community Organization Reps

Melanie Marquez Parra - Public Information Officer

Ms. Marquez Parra introduced the following individuals: Nelly Henjes, PESPA; Kimberly Black, PCTA; Bruce Proud, PCTA/PESPA; Cindy Ehrenzeller, PCCPTA; Cara Fitzpatrick, Tampa Bay News; and, Anastasia Dawson, Tampa Tribune.

VI. Presentation by Student Rights and Responsibilities

At this time, Ms. Marquez Parra introduced the Student Rights & Responsibilities Committee representatives from Dunedin High School.

Dunedin High School

Alora Wright, Anna Boyer and Lindsey Settlemire, Students Rights and Responsibilities representatives from Dunedin High School, addressed the Board to share information regarding programs and achievements taking place at their school. The students also shared with the Board their plans following their graduations in June 2014.

VII. Public Comments on Agenda Items

The following individuals addressed the Board to offer their comments on selected agenda items:

1. Peggy Johns

Nonconsent #1 - Request Approval of the Administrative and Professional/Technical/ Supervisory Salary Models

Ms. Johns addressed the Board to shared some of the history in the efforts put forth by PASA (Pinellas Association of School Administrators) to have the administrator salaries reviewed and addressed.

2. Michelle Toole

Nonconsent #6 - Request Denial of the Charter Application for Palm Harbor Montessori Charter School

Ms. Toole addressed the Board to voice opposition to the Superintendent's recommendation to deny the charter application presented by Palm Harbor Montessori Charter School.

3. Stefanie Hoft

Nonconsent #6 - Request Denial of the Charter Application for Palm Harbor Montessori Charter School

Ms. Holt addressed the Board to voice opposition to the Superintendent's recommendation to deny the charter application presented by Palm Harbor Montessori Charter School.

4. Jacqueline Harris Douglas

Nonconsent #1 - Request Approval of the Administrative and Professional/Technical/Supervisory Salary Models

Ms. Douglas addressed the Board to share that she supports the recommendation for the Administrative and PTS salary models.

5. Bonnie Solinsky

Nonconsent #6 - Request Denial of the Charter Application for Palm Harbor Montessori Charter School

Ms. Solinski addressed the Board to voice opposition to the Superintendent's recommendation to deny the charter application presented by Palm Harbor Montessori Charter School.

VIII. Adoption of Agenda

The action of the Board reflects the amendments presented to the Board by the Superintendent in Item #II. Amendment to the Agenda.

PULL: Consent Item #27

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Peggy O' Shea, Vice Chairperson
SECONDER:	Rene Flowers, Board Member
AYES:	Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

IX. Special Order Agenda

1. Presentation of Nagano Exchange Teacher from Nagano, Japan Presented by Jan Kucerik, Specialist, PreK-12 World Languages

Dr. Grego called upon Dr. Jan Kucerik, Specialist, PreK-12 World Languages, who presented to the Board Mr. Shinji Tsukada from Nagano City, Nagano, Japan. Dr. Kucerik shared that Mr. Tsukada will be residing with local residents and visiting and observing in K-12 classrooms until November 11. Mr. Tsukada was greeted by the School Board Members.

2. Recognition of the Florida Education Association Human and Civil Rights 2013 Award Recipient

Ms. Kim Black, PCTA, accompanied by Dr. Keturah Mills, teacher at Pinellas Park Middle School, shared that Mrs. Lerner was recently recognized at the FEA's annual luncheon on October 11, 2013 as the recipient of the Florida Education Association Human and Civil Rights 2013 Award. Ms. Black stated that this award is presented annually to a person who has demonstrated support and promotion of diversity and social justice; and, that the awards committee members recognize Mrs. Lerner's demonstration of these qualities. Mrs. Lerner was presented with flowers and a plaque in recognition of her receipt of this award.

3. Recognition of PALMS Library Media/Technology Specialists of the Year, Presented by Adele West-Fisher, Immediate Past President, PALMS & Jeannie Wallace, Awards Chair, PALMS

Ms. Adele West-Fisher, Immediate Past President, PALMS, and Ms. Jeannie Wallace, Awards Chair of PALMS, introduced the PALMS Library Media/Technology Specialists of the Year as follows:

Laura Woods, Library Media/Technology Specialist, John Sexton Elementary Secondary
Amy Titus, Library Media/Technology Specialist, Palm Harbor University High
Ms. Woods and Ms. Titus were greeted and congratulated by the Board Members.

4. Recognition of Five Star Schools, Presented by Valerie Brimm, Ed.D., Director, Office of Strategic Partnerships

Dr. Valerie Brimm, Director, Office of Strategic Partnerships, introduced for recognition the following twenty-nine schools that received the Five Star School designations from the Florida Department of Education:

Bauder Elementary, Bay Point Elementary, Belcher Elementary, Clearwater Fundamental, Clearwater High, Cross Bayou Elementary, Curtis Fundamental Elementary, Cypress Woods Elementary, East Lake High, Garrison-Jones Elementary, John M. Sexton Elementary, Joseph Carwise Middle, Leila Davis Elementary, M. K. Rawlings Elementary, Madeira Beach Fundamental, Northeast High, Oldsmar Elementary, Orange Grove Elementary, Osceola Fundamental High, Osceola Middle, Palm Harbor Middle, Palm Harbor University High, San Jose Elementary, Seminole High, Seminole Middle, Starkey Elementary, Sunset Hills Elementary, Tarpon Springs Fundamental and Tarpon Springs Middle

Representatives from each school were greeted and congratulated by the School Board Members.

X. Unfinished Business

XI. Consent

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Terry Krassner, Board Member
SECONDER:	Peggy O' Shea, Vice Chairperson
AYES:	Flowers, Wickle, Cook, Clark, Krassner, Lerner, O' Shea

1. Approval of Minutes: To Approve the Minutes of the Regular Meeting of October 8, 2013
Approved, as submitted.

2. Request Approval of Personnel Recommendations
Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)
3. Request Approval of the Administrative Appointment of the Executive Director, Exceptional Student Education
Approved - Appointment of Lisa Grant. (Copy to be found in Supplemental Minute Book #151.)
4. Request Approval of the Administrative Appointment of the Director, Application Support and Development
Approved - Appointment of David DiLeonardo. (Copy to be found in Supplemental Minute Book #151.)
5. Request Approval of the Administrative Appointment of the Director, Operations and User Support
Approved - Appointment of Michael T. McKillips. (Copy to be found in Supplemental Minute Book #151.)
6. Request Approval of the Administrative Appointment of the Assistant Principal, Forest Lakes Elementary
Approved - Appointment of Michael J. McHugh. (Copy to be found in Supplemental Minute Book #151.)
7. Request Approval to Revise the Following Job Descriptions Which Will Be Effective October 23, 2013
Approved, as follows:
 - Director, Core Systems and User Support to *Director, Operations and User Support* (ADM C09)
 - Director, Professional Development (ADM C09)
 - K-5 Mathematics Specialist (PTS E07)
 - K-5 Science Specialist (PTS E07)
 - K-12 Social Studies Specialist (PTS E07)
 - 6-8 Mathematics Specialist (PTS E07)
 - 6-8 Science Specialist (PTS E07)
 - 9-12 Mathematics Specialist (PTS E07)
 - 9-12 Science Specialist (PTS E07)
 - 9-12 Language Arts Specialist (PTS E07)
 - Early Childhood Education Specialist (PTS E07)
 - Program Coordinator, Academic Computing (PTS E05)
 - Program Coordinator, Instructional Materials (PTS E05)
 - Charter Schools and Home Education Specialist to Senior Coordinator, Charter Schools and Home Education (PTS E05)
8. Request Approval to Revise and/or Create the Following Job Descriptions Which Will Be Effective October 23, 2013, for the Reorganization of the Assessment, Accountability, and Research Department
Approved, as follows:
 - Director, Testing to *Director, Assessment and Accountability* (ADM C09)
 - Director, Strategic Planning and Policy (ADM C09)
 - Executive Manager, District Assessment (PTS E07)
 - Senior Coordinator Evaluation to *Executive Manager, Evaluation* (PTS E07)

- Senior Coordinator, Differentiated Accountability to *Executive Manager, Accountability* (PTS E07)
 - Senior Coordinator, District Assessment (PTS E06)
 - Senior Coordinator, Professional Development Achievement Data Analyst (PTS E06)
 - Research Specialist to *Manager, Research* (PTS E06)
 - Data Analyst (PTS E03)
 - Testing Specialist to *Testing Analyst* (PTS E02)
9. Request Approval to Create the Following Job Descriptions Which Will Be Effective October 23, 2013, for the Reorganization of the Career, Technical, and Adult Education Department Approved, as follows:
- Director, Career, Technical, and Adult Education - Postsecondary (ADM C09)
 - Director, Career, Technical, and Adult Education - Secondary (ADM C09)
 - Apprenticeships and Work-Based Learning Specialist (PTS E07)
10. Request Approval of the Following Special Project: Amendment to the Agreement with Eckerd Youth Alternative, Inc. for a Guidance Counselor for Students in Licensed Foster Care \$64,986.00
Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)
11. Request Approval of the Financial Statements for the Month Ending July 31, 2013 for Fiscal Year 2013/14
Approved, as submitted.
12. Request Approval of the Agreement Between Nurses Helping Hands, Inc. of Pinellas Park & Dunedin and the School Board of Pinellas County
Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)
13. Request Approval of Agreement with Garg Engineering Enterprises, Inc. for Engineering and Contract Administration Services in Connection With the Installation of a new Fire Alarm and a new Integrated Telephone Zoned Paging System, in the Amount of \$46,422 at Clearwater High School, Project No. 9142
Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)
14. Request Approval of Agreement with Garg Engineering Enterprises, Inc. for Engineering and Contract Administration Services in Connection With the Installation of a new Fire Alarm System, in the Amount of \$32,464 at Dixie Hollins High School, Project No. 9138
Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)
15. Request Approval of Agreement With Harvard Jolly, Inc. for Architectural and Contract Administration Services in Connection With the Construction of the Replacement Facility, in the Amount of \$3,606,122 for Largo High School, Project No. 4511
This item was moved to Nonconsent Item #1.
(Copy to be found in Supplemental Minute Book #151.)

16. Request Approval of Agreement With Holmes Hepner & Associates, Inc. for Architectural and Contract Administration Services in Connection With the Construction of the New Classroom Building, in the Amount of \$ 1,034,481 for Palm Harbor University High School, Project No. 4510

This item was moved to Nonconsent Item #2. (Copy to be found in Supplemental Minute Book #151.)

17. Request Approval of Amendment No. 1 to Agreement With Williamson Dacar Associates, Inc. for Architectural and Contract Administration Services in Connection With the Replacement of the Current Roofing Systems on Buildings 3, 5, 6, 10, and 14, Also Remodel the Gymnasium Locker Rooms to Include Plumbing, Electrical and Lighting Systems in the Amount of \$2,495, Resulting in a Total Project Architect/Engineer (PA/E) fee of \$101,230 at Madeira Beach Fundamental School, Project No. 9002

Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)

18. Request Approval of Amendment No. 1 to Agreement With Allstate Construction, Inc. for an Additional Construction Allocation in Connection With Renovations to Selected Heating, Ventilation and Air Conditioning (HVAC), Sanitary Sewer, Fire Alarm, Lighting, and Roofing Systems in the Amount of \$2,500,000 at Seminole High School, Project No. 9206

Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)

19. Request Approval of Change Order No. 1 With Creative Contractors Inc. for Renovations and Remodeling for Buildings 1, 2, 3 and 6. This change order will decrease the Guaranteed Maximum Price (GMP) by \$551,500.63 with no time extension at San Jose Elementary School, Project No 9058

Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)

20. Request Approval of Change Order No. 1 with Stamper Construction Company for Restroom and Heating, Ventilation and Air Conditioning (HVAC) Renovations (Building 3). This change order will increase the contract amount by \$9,813 no time extension at Tarpon Springs Middle School, Project No. 9008

Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)

21. Request Approval of Change Order No. 1 With LEMA Construction & Developers, Inc. for the Freezer and Cooler Replacement Project. This change order will increase the contract amount by \$33,983 with twenty-one (21) calendar days time extension at Walter Pownall Service Center, Project No. 9502

Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)

22. Request Acceptance of Substantial Completion for Exterior Window, Storefront, Door, Louver Replacement and Replace Lightning Protection System (Building 1), Roof Replacement (Buildings 1, 4, 5, 6 and 9), Stucco Repair and Exterior Painting (Buildings 1-12), Repaint Above Grade, Painted Surfaces on Site and Install new Exterior Fish Signage (Buildings 2-11) as of August 1, 2013 at Osceola Fundamental High School, Project No. 9049

Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)

23. Request Acceptance of Substantial Completion for Remodeling of 2nd Floor for Nursing Program and Replacement of Chillers and Pumps (Building 1) as of September 9, 2013, Which is a Portion of the Project for the Preschool Children's Center at pTEC St. Petersburg Campus, Project No. 4507

Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)

24. Request Acceptance of Substantial Completion for Renovations and Remodeling (Building 4) as of September 18, 2013, Which is a Portion of the Project at Skyview Elementary School, Project No. 9027
Approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)
25. Request Approval of Vehicle Use Agreements to Non-Profit Organizations for a Period of one Year
Agreements approved with the following:
Palm Harbor Montessori Academy
Sanderlin Center
Town of Belleair
(Copy to be found in Supplemental Minute Book #151.)
26. Request Approval of Selling the District's Surplus and Obsolete Equipment on the PublicSurplus.com Internet Auction Site
Approved, as submitted.
27. Request Approval of Bids to Vendors at Prices in Bid Documents in Accordance with Bid Policies and Statutes
Bid # 14-155-072 Refurbished Relocatable Classroom Purchase was pulled for further discussion by Mrs. Wikle. Please refer to XII. Consent Agenda - Items Pulled #1.
All remaining bids were approved, as submitted. (Copy to be found in Supplemental Minute Book #151.)

XII. Consent Agenda - Items Pulled

1. Bid # 14-155-072 Refurbished Relocatable Classroom Purchase

Mrs. Wikle, having pulled this bid, stated that she had some follow-up questions to what she had submitted prior to this meeting pertaining to this item. Mrs. Wikle stated that the effort has been to decrease the number of portables but yet this item brings in additional portables. Mrs. Wikle questioned the need for them at East Lake High School. Dr. Grego and Mr. Bessette provided additional clarification for Mrs. Wikle.
(Copy to be found in Supplemental Minute Book #151.)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robin L Wikle, Board Member
SECONDER:	Peggy O' Shea, Vice Chairperson
AYES:	Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

XIII. Nonconsent

1. Consent Item #15 - Request Approval of Agreement With Harvard Jolly, Inc. for Architectural and Contract Administration Services in Connection With the Construction of the Replacement Facility, in the Amount of \$3,606,122 for Largo High School, Project No. 4511

This item was moved during Amendments to become Nonconsent Item #1.
Dr. Grego thanked the Board for allowing him to move this item to this location in the meeting in order to highlight for the public the construction of a new Largo High School.
Mr. Bessette shared the next steps in this project.
(Copy to be found in Supplemental Minute Book #151.)

RESULT: APPROVED [UNANIMOUS]
MOVER: Terry Krassner, Board Member
SECONDER: Peggy O' Shea, Vice Chairperson
AYES: Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

2. Consent Item #16 - Request Approval of Agreement With Holmes Hepner & Associates, Inc. for Architectural and Contract Administration Services in Connection With the Construction of the New Classroom Building, in the Amount of \$ 1,034,481 for Palm Harbor University High School, Project No. 4510

This item was moved during Amendments to become Nonconsent Item #2.

Dr. Grego stated that he is thrilled that with the Board's approval this project will provide hard buildings for the students attending Palm Harbor University High School.

Mr. Bessette provided information on the next steps for this project.

(Copy to be found in Supplemental Minute Book #151.)

RESULT: APPROVED [UNANIMOUS]
MOVER: Peggy O' Shea, Vice Chairperson
SECONDER: Terry Krassner, Board Member
AYES: Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

3. Request Approval of the Administrative and Professional/Technical/Supervisory Salary Models

Dr. Grego and Dr. Corbett presented this item. Comments followed by Mrs. Lerner and Mrs. Wikle.

RESULT: APPROVED [UNANIMOUS]
MOVER: Terry Krassner, Board Member
SECONDER: Peggy O' Shea, Vice Chairperson
AYES: Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

4. Request Approval to Achieve District Accreditation

RESULT: APPROVED [UNANIMOUS]
MOVER: Terry Krassner, Board Member
SECONDER: Rene Flowers, Board Member
AYES: Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

5. Setting a Public Hearing and Authorizing the Advertisement of the Public Hearing to Consider the Amendment to the Following Policies: Policy 1215- TOBACCO AND NICOTINE USE, Policy 3215-TOBACCO AND NICOTINE USE, Policy 4215-TOBACCO AND NICOTINE USE, Policy 5500.08-CODE OF STUDENT CONDUCT-MISCONDUCT THAT REQUIRES SPECIFIC CONSEQUENCES, Policy 5501.06-CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER, TECHNICAL, AND ADULT EDUCATION-

TOBACCO AND NICOTINE, Policy 7434-TOBACCO AND NICOTINE USE (This is the first reading.)

Discussion took place by Board Members and Mr. Koperski. Further discussion on the proposed amendment related to electronic cigarettes/cigars will be scheduled for the Board's November 20th workshop.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Terry Krassner, Board Member
SECONDER: Peggy O' Shea, Vice Chairperson
AYES: Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

6. Setting a Public Hearing and Authorizing the Advertisement of the Public Hearing to Consider the Amendment to Policy 6330-ACQUISITION OF PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, OR LAND SURVEYING SERVICES, AND CONSTRUCTION MANAGERS AT RISK (This is the first reading.)

Dr. Grego and Mr. Koperski presented this item.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Terry Krassner, Board Member
SECONDER: Peggy O' Shea, Vice Chairperson
AYES: Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

7. Request Denial of the Charter Application for Request Denial of the Charter Application for Excel Charter School Pinellas

Ms. Dot Clark presented this item for action by the Board.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Robin L Wikle, Board Member
SECONDER: Rene Flowers, Board Member
AYES: Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

8. Request Denial of the Charter Application for Palm Harbor Montessori Charter School

Ms. Dot Clark presented this item for action by the Board.

Mrs. Lerner encouraged the applicants to resubmit their application after addressing and correcting the areas of criticism provided by the district staff.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Terry Krassner, Board Member
SECONDER: Robin L Wikle, Board Member
AYES: Flowers, Wikle, Cook, Clark, Krassner, Lerner, O' Shea

XIV. New Business

A. *Items Introduced by Superintendent*

Dr. Grego's report included the following:

- 1) Extended his appreciation to members of the district's leadership team who are working on the districtwide accreditation effort.
- 2) Shared that First Lady of Florida Ann Scott visited Tyrone Middle School's sixth- and seventh-graders to emphasize the importance of reading and becoming good readers.
- 3) Recognized Ms. Lisa Roth, Principal of Belcher Elementary School, for receiving the Florida After School Alliance Award of Excellence during the organization's state conference held October 7-11 in Orlando. Ms. Roth was nominated and won in the administrator category for having embraced and supported the after-school program at her school.
- 4) Extended kudos to the "Bat Team" from Palm Harbor Middle for winning First Place in teen division at the recent Achieva Box Car Rally. Dr. Grego shared that the "Bat Team" is made up of some eighth-graders from the Advanced Exploration to Technology class; and, stated that additional information may be found on the district's Newsroom.
- 5) Extended kudos to Mr. John Eberts, Social Studies teacher and Department Chair at Dunedin High School, who recently won the Florida Holocaust Teacher Award sponsored by the Florida Department of Education Commissioner's Task Force on Holocaust Education.
- 6) Stated that it was brought up earlier that there are three major issues that a selected group of superintendents in Florida are working on: Grading system, teacher appraisal and pay for performance, and student assessments. Dr. Grego stated that the purpose of these committees is to see how these areas can be improved; and, that he will continue to keep the Board updated on these efforts.
- 7) Shared information on his many visits to schools since the last Board meeting.
- 8) Shared that he had the opportunity to talk to students who attended the recent START (Students Talking And Resolving Trouble) Conference held at Stavros Institute.
- 9) Shared that he had the pleasure of speaking to students at Eckerd College and meeting the President of Eckerd College to discuss their partnership with our district and their desire to expand that initiative.
- 10) Shared that he had the privilege of attending the Tarpon Springs Prayer Breakfast.
- 11) Stated that the summit on Bridging the Gap is coming up this week and thanked Dr. Law and his staff for their participation in and support of this event. Dr. Grego stated that this will be the first of many conversations on this important topic.
- 12) Reminded all of the following upcoming events: NOPE (Narcotics Overdose Prevention & Education) event this Thursday evening at Largo Central Park; Certificate of Distinction Breakfast this Friday morning; and, the Belleair Elementary Teacher Appreciation Breakfast this Friday morning.

B. *Items Introduced by School Board Attorney*

Mr. Koperski stated he had no report.

C. *Items Introduced by the Board*

Ms. Clark - 1) Congratulated Mrs. Lerner on receiving the Florida Education Association Human and Civil Rights 2013 Award.

Ms. Flowers - 1) Shared that she enjoyed attending the Lakewood High School Homecoming event. 2) Shared that she spent today at Gibbs High School, speaking with students who are attending the fundamental school-within-a-school program and having lunch with the students attending Gibbs. Ms. Flowers shared that this school has moved to one lunch period and one bell system between classes; and, gave a shout-out to Gibbs for their many improvements, including their improved learning gains

Mrs. Wikle - 1) Gave a shout-out to Gibbs High School. Mrs. Wikle shared that she had received an email from the Tarpon Springs High School Booster Club President who shared that Gibbs provided a great atmosphere during their recent football game against Tarpon. 2) Gave a shout-out to the Area Superintendents for empowering and staying connected to their schools. 3) Gave shout-out to Azalea Elementary for their charm system and displayed the two charms she received while visiting that school. Mrs. Wikle stated that she is very impressed with how the principal, Ms. Caven, empowers her staff at that school.

Mrs. Krassner - 1) Thanked those teachers who attended tonight's meeting to share their concerns. Mrs. Krassner encouraged the teachers to know that Dr. Grego is working with those in Tallahassee regarding many of those concerns. 2) Shared that she enjoyed attending last week's Pinellas County Council PTA meeting where she learned about a district program designed to address the dropout concerns related to homeless students.

Mrs. Lerner - 1) Shared that she, too, was glad to have the teachers attending and speaking at tonight's meeting. Mrs. Lerner encouraged other educators to do the same. Mrs. Lerner stated that she will be completing a Workshop Topic Request Form to ask that the Board agree to schedule a discussion on Professional Development Plan and the format to be completed by teachers for their lesson plans. Mrs. Lerner requested that the Board take a lead in decreasing what we, as a district, are requiring. 2) Shared that she sees so many good things going on at schools and suggested that such good news as the Homework Club at Dunedin High and the charms program at Azalea Elementary be shared through our website. 3) Thanked Dr. Grego for his leadership in dealing with pay for performance, teacher evaluations and VAM scores. Mrs. Lerner shared that she is still hearing from some teachers who state they are doing their best with a flawed system. Mrs. Lerner requested that information be compiled and shared with the Board that displays the number of teachers and student services personnel who are still being evaluated on students and subjects they do not teach. 4) Shared that she attended a peer mediation training and that it was wonderful. Mrs. Lerner stated that she hopes the district can look at ways to expand this training to more schools. 5) Thanked PCTA/PESPA for nominating her for the Florida Education Association Human and Civil Rights 2013 Award. Mrs. Lerner stated that it has been a privilege to serve this district for so many years; that she has been blessed to be in a position that allowed her to help others; and, that this Board is a wonderful one with whom to work. Mrs. Lerner jokingly added that no one should, however, expect her to become a paragon.

Mrs. O'Shea - 1) Congratulated Mrs. Lerner upon receiving the Florida Education Association Human and Civil Rights 2013 Award. 2) Expressed her appreciation to Dr. Grego and the other Florida superintendents who are working to address the concerns regarding the teacher evaluation system, school grades, etc. Mrs. O'Shea stated that she doesn't agree with the evaluation process and will continue to work on that as the Board moves forward with finalizing their program to meet with the Pinellas delegation on November 20th. Mrs. O'Shea stated that the Board will be trying to combine their legislative efforts with those of the Florida School Boards Association and Florida Association of

District School Superintendents; and, encouraged all to provide their voices to the process.
3) Stated that she believes that the peer mediation course was moved into the multicultural program; and, that fewer students are participating because it takes them out their regular class work.

Mrs. Cook - 1) Congratulated Mrs. Lerner for receiving the Florida Education Association Human and Civil Rights 2013 Award. Mrs. Cook stated that this is a well-deserved award for Mrs. Lerner. 2) Shared that she has been out of the district quite a bit with governance training, policy development and board member training. Mrs. Cook stated that she is always so glad to come back home to Pinellas because we are doing what is right for kids. Mrs. Cook shared what another district is doing in the area of art as compared to the emphasis and support provided to the arts by those in Pinellas County.

D. Review of Board Requests

Dr. Corbett offered the following summary of requests presented during this meeting:

1) Staff will identify the percentage of teachers who continue to be evaluated on students that they do not teach.

E. School Board Meeting Evaluation

The evaluation of the meeting followed the adjournment of the meeting; and, the results are as follows:

Pluses

- Mrs. Lerner's Award
- Photographer
- Phone-in by Ms. Clark worked well
- Intervene at end of meeting

Opportunities

None were offered.

XV. Adjournment

There being no further business to be brought before the School Board, this meeting adjourned at 7:39 p.m.

Chairperson

Superintendent and Ex Officio Secretary

Public Comments

Following the adjournment of the meeting, the following individual presented her comments:

1. Sheryl Dampier

Ms. Dampier addressed the Board to state that she works out of the Clearwater bus compound; and, that she has unsuccessfully tried to schedule a meeting with Dr. Grego. Dr. Grego told Ms. Dampier to contact his office and a meeting with her will be scheduled.

This session ended at 7:41 p.m.

SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA WORKSHOP – October 15, 2013

The School Board of Pinellas County, Florida, conducted a workshop on Tuesday, October 15, 2013 at 9:00 a.m., in the Cabinet Conference Room, Administration Building, 301 4th Street S.W., Largo, Florida.

Present: Mrs. Carol J. Cook, Chairperson; Mrs. Peggy L. O'Shea, Vice Chairperson; Ms. Janet R. Clark, Ms. Rene Flowers, Mrs. Terry Krassner, Mrs. Linda S. Lerner, Mrs. Robin L. Wikle, Members; Dr. Michael Grego, Superintendent; Dr. William Corbett, Deputy Superintendent; and, Mr. David Koperski, School Board Attorney.

The following topics were discussed:

- **Budget Update** –Mr. Kevin Smith presented an update to the Board on the state budget by reviewing material contained in the required annual report, “Florida: Long-Range Financial Outlook,” submitted by the state on September 12, 2013.
- **Healthcare Issues – Update** – Dr. Ron Ciranna, Mr. Ted Pafundi and the following representatives from AON, Mr. Dick Klima, Mr. Ken Perry and Mrs. Leslie Viens, presented an overview of the upcoming changes in healthcare and the impact that will have or not have on our employees. Also presented to the Board was an overview of the 2014 insurance options that are being offered to the Pinellas County Schools employees and the 2018, 2020 and 2022 High Cost Plan Excise Tax Projections. Mr. Pafundi shared that meetings have been scheduled for various times and locations throughout the district in order to share information with employees regarding the changes coming forward in the various insurance plans. Mrs. Lerner requested data on those most vulnerable that will be impacted by these changes in healthcare. Mr. Perry stated he will get that information for the Board. Mr. Klima stated that, with regards to modeling, they will be coming back to the Board with any plan design changes that need to be made in order to avoid the “Cadillac taxes.” Mr. Pafundi shared that the district will need to look at our substitutes who are working over 30 hours per week. Mrs. Lerner requested that the issue of long-term substitutes also be reviewed by this team. Dr. Grego stated that as we move forward that it is important that the Board be continually updated at workshops.
- **Legislative Priorities –**
 - Pinellas Program - Mr. Steve Swartzel, retiree and Dr. Grego’s selection for the lead consultant responsible for providing professional legislative auditing services to the district, joined the table to present an overview of the Pinellas County Schools 2014 Legislative Program. Mr. Swartzel stated that the Board will receive for their action the product finalized through this workshop. Mrs. Wikle, referring to the third bullet under A. Funding Issues, questioned whether there is a national average for support personnel salaries. Mr. Swartzel will look into that. Mrs. Wikle stated that she has written a point that she wishes to be added to the funding area regarding career/technical courses. Mrs. Cook requested that Mrs. Wikle forward that to Mr. Swartzel; and, stated that her suggestion can then be

voted up or down at the December meeting for inclusion into the program. Dr. Grego suggested that Mrs. Wikle's suggestion be placed between numbers 8 and 9 under funding. Mrs. Lerner requested that the district's website be updated to include Mr. Swartzel's legislative review following the conclusion of the last legislative session and that this site be updated annually in a timely fashion. Mrs. Cook requested that the following wording be added to #9 under Policy: "It must be revisited by the 2014 Legislature **following the realization of the impact on districts and teachers.**" Mr. Swartzel will draft language to meet that intent. Dr. Grego shared some of the comments that he recently presented to the House Appropriations Committee regarding dual enrollment. Mrs. Cook requested that the wording, C. "Local Control" be changed to read, "Constitutional Authority/Governance." Mrs. Cook also requested that wording be appropriately added to indicate that the district is to be the one who writes contracts. Mr. Koperski stated that he will work with Mr. Swartzel to accomplish this. Mrs. Lerner requested that the Board receive updates during session specific to the Pinellas platform. All agreed that this will be accomplished.

- **FSBA Program** – Mrs. Cook stated that the 2014 FSBA Proposed Legislative Platform was distributed to the Board Members prior to this meeting to allow them an opportunity to review the contents; and, that the program will be discussed on October 24th by the FSBA Legislative Committee. Mrs. Lerner, referring to A-7, questioned whether there had been any discussion as to waiting till teachers are only graded on students they teach. Mrs. Krassner questioned whether any item speaks to minimizing the number of tests administered to students. Dr. Grego suggested that this direction may be achieved through the language contained in C-1. Mrs. Lerner suggested that the efforts on the FSBA program replicate those proposed by FADSS (Florida Association of District School Superintendents) in order to have the most emphasis placed on the priorities. Mrs. Cook invited Board Members to forward to her any suggestions that they would like her to take, on their behalf, to the October 24th FSBA Legislative Committee meeting.
- **Job Descriptions and Organization Chart Revisions** – Dr. Bill Corbett presented the proposed organization charts and job descriptions for two departments within the Teaching and Learning division. Mrs. Lerner expressed her concern with the requirement of three years of teaching experience in a related vocational program for the Apprenticeships and Work-Based Learning Specialist. Mrs. Lerner stated that this requirement may eliminate some qualified candidates and requested that it be more open. Dr. Grego stated that he was O.K. with Mrs. Lerner's request.
- **Superintendent's Evaluation** – Dr. Grego shared that he was very encouraged by the results of the Board's evaluation of him; and, stated that the results represent all who are working together. Dr. Grego stated that he looks forward to many more years making this school district the best. Mr. Koperski clarified that with both the Board and Dr. Grego waiving the contractual provision that the results of the evaluation require a formal acceptance by the Board, no further formal action will be needed this year. Dr. Grego and Mrs. Cook, with the assistance of Mr. Koperski, will review Dr. Grego's contract as it relates to the evaluation process and its specified timeline to determine if any change needs to be made.

- **Pinellas Pathways to Graduation** – Ms. Rita Vasquez and Mrs. Pam Moore presented to the Board an update on the programs-of-study contained in the Pathways to Graduation plan for the Advanced Scholar Pathway, the College Pathway and the Technical/College Pathway. The Pathways draft brochure was provided to the Board Members for their review and information. Mrs. Wickle requested that the PCS symbol presently located on the back be moved to the front page of the brochure. Ms. Flowers suggested that the word, Pinellas, be added to Advanced Scholar Pathway in the brochure to read, Pinellas Advanced Scholar Pathway. Agreement was indicated. Mrs. Lerner stressed the need to provide counselors adequate assistance so that they have sufficient time to truly counsel the students. Mrs. O'Shea requested that the word, Standard, be added to the bottom of the "seal" page to read, Standard High School Graduation Requirements. Agreement was indicated. Dr. Grego stressed that students will have the opportunity to change their pathway program at any time.
- **Administrative Salary Schedule – Proposed Changes** - Dr. Bill Corbett presented the proposed changes for the PASA Administrative/PTS Salary schedules. Mrs. Lerner requested that the full implementation take place over five years, rather than the proposed eleven years. Ms. Flowers voiced her agreement with Mrs. Lerner's request. Dr. Grego stated that the implementation is dependent upon the revenue received from the state. Discussion followed by the Board Members. Dr. Grego stated that he has received overwhelming support from the administrators on this proposed salary schedule.
- **FACTS AT A GLANCE** – Ms. Donna Winchester presented a brief overview of the newly designed and finalized FACTS AT A GLANCE brochure. A link to the contents of the brochure will be sent to the realtors association. Ms. Winchester also shared the newly designed logo with the Board. These new logos will be available through the district's website under the Central Printing link.
- **Modification to Selection Process** - Mr. Bessette and Mr. Koperski presented the proposed Amendment to Policy 6330 – Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services, and Construction Managers at Risk. This item will be placed on the October 22, 2013 Board agenda for first reading. Mrs. Lerner stated that, as one Board Member, she would like to continue being able to attend these meetings as an observer only. The meetings will be placed on the Board Members' calendar through the Board Office to ensure that not more than one Board Member attends any one selection and/or presentation meeting. Discussion followed by Board Members. Mr. Bessette, upon the request of Dr. Grego, provided the Board with an update on the property formerly referred to as the Highpoint Bus Compound. Mr. Bessette shared a request and proposed drawing submitted by Pinellas County Sheriff Bob Gualtieri to convert this property into a driving range to be used by the Sheriff's staff in training deputies, as well as school district staff in training bus drivers. Mr. Bessette stated that the district will continue to own this property; and, that a lease payment will be made to the district by the Sheriff Office. Ms. Flowers questioned whether the district will be required to provide proper notice to the homeowners who appear to reside within 200' of the property line. Mr. Bessette will research this concern. Consensus was provided to Dr. Grego and Mr. Bessette to proceed with this proposal and bring a formal agreement to the Board at a future meeting for their approval.

- **Proposed Board Meeting and Workshop Schedule -** Dr. Grego and Mrs. Cook presented the draft of the proposed Board meeting and workshop dates. The meeting dates will be approved at the Board's organization meeting on November 12th.

➤ **Leadership Discussion:**

• **Superintendent's Update –**

- Shared that all but two of this year's graduation ceremonies will be held inside and commended the efforts of Lori Matway in achieving this schedule. Dr. Grego stated that the proposed meeting schedule includes a Board meeting on June 3rd which is the first day of graduations. Dr. Grego will report back to the Board should the meeting and graduations that day cause a conflict.
- Shared that he visited the SPC Epicenter site where the upcoming Bridging the Gap summit will be held on Thursday, October 24th beginning at 7:30 a.m. Mrs. Cook suggested that we seek out students who have dropped out of our schools and invite them to become part of these ongoing discussions.
- Shared that fliers are being sent to parents of students who will be involved in the classroom laptop use initiative. Dr. Grego stated that some of the laptops have been delivered; and, stated that he will keep the Board updated on this program.
- Requested that Ms. Winchester update the Board on the no-texting-while-driving campaign. Ms. Winchester and Mr. Wally Patanow shared information and the one-minute Public Service Announcement that will be used to help inform students of the new law. Ms. Winchester also shared with the Board a video produced by ABC National News that features our district. Ms. Winchester shared that ABC World News with Diane Sawyer contacted our communications office to express their interest in using a snippet from the Pinellas County classroom piece in a promotion that was being produced for the local ABC affiliate, WFTS-Chann31 28. This piece was filmed at Sandy Lane Elementary School.
- Shared that he had received a letter from the Governor requesting that we finalize our contract negotiations with our teachers. Dr. Grego stated that Melanie Para has sent corrected information to the Governor's Press Office and the Department of Education to share that the district settled with the teachers back in September.
- **Ms. Flowers** – Clarified her request to have a workshop discussion scheduled regarding the flood insurance issue and its potential impact on some of our families and schools. Ms. Flowers agreed with Mrs. Cook's suggestion that staff provide the Board with this information and then a determination made as to whether or not Ms. Flowers continues to want this topic added as a future workshop discussion.
- **Mrs. Lerner** – Shared with the Board information on the upcoming S.T.A.R.T. (Students Talking And Resolving Trouble) Conference, October 17th at Stavros Institute.
- **Mrs. Lerner** – Shared that she has been emailing with Linda Osmundson, CASA (Community Action Stops Abuse), regarding student arrest data. Mrs. Lerner requested that the Board receive current information regarding the number of student arrests specific to school-based offenses. Dr. Grego stated that he has asked Mr. Bessette to identify a consistent way of tracking the various types of arrests of students. Mr. Bessette shared briefly on the efforts being made in this area by district staff, our Chief of Schools Police and local judges, efforts to criminalize fewer offenses that take place on our campuses and an effort to look at alternative penalties. Dr. Grego stated that this is part of the Strategic Plan; and, that he will keep the Board updated. Mrs. Lerner requested that this update just provided be sent in writing to the Board. Ms. Flowers stated that the JDAI committee wants to be involved and wishes to share data with the district.
- **Mrs. Lerner** - Stated that another thing that was discussed today was that of teachers who are serving as long-term substitutes. Mrs. Lerner shared that she recently heard of someone

Workshop – October 15, 2013

who had been a long-term substitute for a full year; and, questioned whether such individuals, if they demonstrate good skills, should be placed on a contract. Dr. Grego stated that this can be looked into.

- **Ms. Clark** – Provided the Board with a brief update from the Legislative Subcommittee of the Board (Ms. Clark, Mrs. Cook, Mrs. O'Shea) who met during today's lunch period. Ms. Clark stated that the Legislative Breakfast is tentatively scheduled for November 20th; and, that Mrs. O'Shea will be updating the invitation list. Mrs. Cook stated that the proposed legislative platform for 2014 will be coming to the Board for approval at the November 12th meeting.
- **Mrs. Wikle** – Invited the Board Members to the NOPE (Narcotics Overdose Prevention & Education) Candlelight Vigil, October 24th at 7:00 p.m., Largo Central Park.

No official actions were taken by the Board at this workshop. An audio recording of this workshop is filed in the Board Office archives. This workshop adjourned at 3:00 p.m.

 Chairperson

 Secretary

/db

W13Oct15

Attachment: w13Oct15 (4295 : Approval of Minutes)

SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA
Bridging the Gap Summit – October 24, 2013

The School Board of Pinellas County, Florida, in combination with St. Petersburg College conducted a workshop/summit on Thursday, October 24, 2013 at 8:15 a.m., in the SPC EpiCenter Collaborative Labs, 13805 58th Street N.-Clearwater, FL.

Present: Board Members - Mrs. Peggy L. O'Shea, Vice Chairperson; Ms. Rene Flowers, Mrs. Terry Krassner, Mrs. Linda S. Lerner; Superintendent Dr. Michael Grego; and, selected district administrators, students and community partners.

Topic for discussion:

**Bridging the Gap- Building the 5-year Strategic Vision and
 1-year Action Plan to Bridge the Gap in Pinellas County Schools**

Dr. Law, President of SPC, Mrs. O'Shea and Dr. Grego provided opening comments.

Dr. Grego suggested that the following be the focus for today's summit:

1. Eliminate the gap between the Pinellas County graduation rates for black students as compared to non-black students.
2. Eliminate the gap between Pinellas County's proficiency rates on state required assessments for black students as compared to non-black students.
3. Eliminate the gap between the Pinellas County accelerated participation and performance rates for black and non-black students as measured by the percent within ethnicity.
4. Reduce the disparity in rates of disciplinary infractions between black and non-black students as measured by the percent within ethnicity.
5. Reduce the number of black students being found eligible for emotional/behavioral disabilities.

Dr. Grego encouraged the participants to have conversations that were open, honest, respectful and part of the solution, not a criticism; and, to move towards the goal that students are expected to take ownership of their education.

Ms. Andrea Henning, Executive Director, Collaborative Labs, St. Petersburg College, led the participants who were divided into twelve teams for two exercises:

1. Design a magazine cover for 2019 that reflects the main subject, The Achievement Gap; and,
2. Review the five 2014 goals and action items under each of those goals, modify if needed, to mobilize and achieve the ideal future in 2019.

Upon the various teams reporting back to the group, the common themes for 2019 were identified, as follows: Culture, Community, Relationships, Mentors, High Expectations, Accountability, All Students, Beyond High School and Partnerships

In closing, Dr. Grego thanked all for their participation; and, expressed his amazement in the consistency with the identified top priorities. Dr. Grego thanked the students for their involvement and their desire to take responsibility for their own learning. Dr. Grego also thanked Ms. Lori Matway, Associate Superintendent for Student and Community Services, and her staff, as well as those from St. Petersburg College for their organization of this event.

This session ended at 12:30 p.m. with Mr. Alex Harris, Ms. Rene Flowers, Ms. Patricia Wright and Mr. Dywayne Hinds leading the group in singing the song, Lean On Me.

No official actions were taken by the Board at this workshop. A real-time record was provided by the SPC Collaborative Labs.

Chairperson

Secretary

/db

w13Oct24 Bridging the Gap Summit

REVIEWED

REQUEST FOR APPROVAL (ID # 4329)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval to Revise the Following Job Description Which Will Be Effective November 13, 2013

- Assistant Superintendent, Technology and Information Systems (C12 ADM)

BACKGROUND:

Human Resources Services is engaged in a continuing review of current employee job descriptions and, as appropriate, proposing new job descriptions, being mindful of Best Practices to accomplish the district's mission and goals. This revised job description accurately reflects the minimum qualifications and/or better aligns the duties and requirements with actual job responsibilities and tasks and encourage a more comprehensively trained staff.

Staff have been reviewing and evaluating organizational charts for the district and in doing so, this job description and others in the department would be submitted to you for approval. With the recommended change in leadership, this job description is submitted for your approval. This will permit the new Assistant Superintendent to analyze the needs of the department, collaborate with Human Resources, and propose changes to the organization chart and job descriptions.

With the increasing demands, responsibilities and complexities of schools and the district, the Assistant Superintendent position requires experience in either a school-based or business leadership position to connect the district's vision and technology systems in order to meet schools' needs.

STRATEGIC DIRECTION/GOAL: Effective and Efficient Use of Resources

ALTERNATIVES:

1. Approve the revisions of the job description
2. Do not approve the revisions of the job description

RECOMMENDATION:

Alternative #1 is recommended

RATIONALE:

The Compensation Comprehensive Action Plan was designed to review, update and revise all job classifications. This will assure that Pinellas County School Board job descriptions reflect the updated titles, major functions, essential responsibilities, qualifications and pay grades, including who the individuals report to and supervise. This will eliminate the possibility of the duplication of efforts, define and delineate position roles and responsibilities.

IMPACT STATEMENT:

No impact to funding

DATA SOURCE:

William Corbett, Ed.D., Deputy Superintendent

SUBMITTED BY:

Ron Ciranna, J.D., Assistant Superintendent, Human Resources Services

ATTACHMENTS:

- Assistant Superintendent, Technology and Information Systems update (PDF)

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0133
Pay Grade: C12

FLSA: Exempt
Administrative

ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS**REPORTS TO:**

Superintendent of Schools

SUPERVISES:

Director, Operations and User Support
Director, Network and Telecommunications
Director, Application Support and Development
Senior User Support Analyst (RTTT)
Support Staff

QUALIFICATIONS:

~~Graduation from an accredited college or university with a degree in computer science with coursework in computer sciences, information management, or a related area of study; or business and industry experience in the field of technology systems, technology systems integration, or information systems; or demonstrated experience in business or industry leading or managing technology information services.~~
Master's degree from an accredited college or university in Educational Leadership, Business Administration, or related field with three years of successful administrative experience. Demonstrated increasingly more responsibilities in the technical and administrative personnel management realm within a large district/business.

PREFERRED:

Degree in computer science or coursework/experience in technology and/or information management systems. Prior successful management and leadership skills desired. Experience with multiple operating systems, software packages, and/or open source environments.

MAJOR FUNCTION

Performs administrative work directing major data processing and information systems activities for the Pinellas County School System. Is responsible for providing productivity improvements in all functional activities through enhanced systems and software capability. Provides support for improving organizational efficiency through improved methods, techniques, and better utilization of resources. Organizes overall data processing and information systems resources to provide efficient and effective services to the school system. Provides technology guidance to the Superintendent and the school system.

ESSENTIAL RESPONSIBILITIES

- Develops and implements long-range technology and information systems plans
- Develops and implements a comprehensive hardware, software, communication, and database strategy placing major focus on reliability, availability, and serviceability leading to efficient and effective systems and services
- Manages personnel, administrative, and data processing technology and information systems activities
- Provides an architecturally coherent path for end users, systems, and applications
- Provides district representation on various state and national management technology and information committees
- Directs the work of department administrators and supervisors and their respective functions ensuring that activities assigned are completed in the most competent, effective, and efficient manner
- Identifies potential areas of improvement that can be achieved by new systems and modification of existing systems

ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS**ESSENTIAL RESPONSIBILITIES (Continued)**

- Develops plans and budgets for technology and information systems and data processing activities and measures, tracks, and meets those plans
- Recruits outstanding personnel for placement within the technology and information systems function and provides ongoing development for employees
- Applies cost/benefit analysis criteria to current and proposed applications, hardware and software configurations, organizational structuring, and personnel management to ensure acceptable return on investment
- Analyzes resource requirements and utilization, and based on the analysis, initiates programs for improvement in productivity and data management
- Reviews requests for additional technology and information systems services and identifies impacts on current and planned resources
- Evaluates new hardware and software technology and assesses its applicability relative to the requirements of the school system
- Plans and participates in management education in technology and information systems and data processing concepts
- Reports performance of personnel and equipment resources and identifies significant levels and/or problems
- Acts as major focal point and assumes sign-off responsibility for acquisition activities relating to hardware, software, contract service, and consulting services as they relate to technology and information systems and the school system
- Develops, implements, and enforces a complete technology and information systems disaster recovery plan
- Devises, approves, and promulgates technology and information systems policies and standards
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 8/82; TITLE AND MQ's BOARD APPROVED: 8/11/82; REVISED: 10/85; MQ's REVISED AND BOARD APPROVED: 10/8/86; FORMAT REVISED: 7/88; REVISED: 2/89 MW; BOARD APPROVED: 3/8/89; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MQ'S: 6/07 AK; BOARD APPROVED: 7/31/07; REVISED FORMAT, TITLE, PREF, MF, ER, & ADA, 5/12 LM; BOARD APPROVED: 6/12/12; REVISED TITLE 3/13 LM; BOARD APPROVED:

ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Assistant Superintendent, Technology and Information Systems – ADM

REVIEWED

REQUEST FOR APPROVAL (ID # 4328)

ATTACHMENTS:

- Nov 12 2013 FINAL HR Board Agenda Sets A & B 2 (PDF)

Set A

MEMORANDUM

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Recommendation of Superintendent on Personnel – 2013/2014

The following personnel matters are submitted to you for your approval: Page

<http://web.pcsb.org/hr/Compensation/jobdescr.htm>

Administrative

Terminations

Retirements	2	A
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Instructional

Appointments of Probationary Contract	28	1-2
Appointments of Annual Contract	15	3-4
Transfer	1	4
Change of Contract	1	4
Leaves of Absence	23	4-6
Return From Leaves of Absence	8	6-7
Terminations		
Resignations	14	7-8
Retirements	10	8-9
Adjustment	1	9
Payment of Contracted Services	22	9-11
Substitute Appointments	28	11
Extended Learning Appointments	142	11-16
Part Time Hourly	20	16
Teaching Out-of-Field	3	17

ABE = Adult Basic Education

CRISS = Creating Independence Through Student Owned Strategies

CTAE = Career, Technical and Adult Education

DA = Differentiated Accountability

DROP = Deferred Retirement Option Program

ESOL = English for Speakers of Other Languages

FACE IT = Families Acting Collaboratively to Educate and Involve Teens

FCAT = Florida Comprehensive Assessment Test

FMLA = Family Medical Leave Act

HOSA = Health Occupations Students of America

IMAST = Interdisciplinary Math and Science with Technology

MEGSSS = Math Education for Gifted Secondary School Students

MGIC = Middle Grades Integrated Curriculum

MSAP = Middle School Achievement Program

NCLB = No Child Left Behind

PCS = Pinellas County Schools

PD = Professional Development

PS/RTI = Problem Solving/Response to Instruction and Intervention

ROTC = Reserve Officer Training Corps

SIG = School Improvement Grant

SIP = School Improvement Plan

SLC = Smaller Learning Communities

STEM = Science, Technology, Engineering and Mathematics

Attachment: Nov 12 2013 FINAL HR Board Agenda Sets A & B 2 (4328 : Request Approval of Personnel Recommendations)

RECOMMENDATION OF SUPERINTENDENT
ON ADMINISTRATIVE PERSONNEL

2013/2014
November 12, 2013

ADMINISTRATIVE TERMINATIONS

NAME	POSITION	EFFECTIVE
<u>Retirements</u>		
Littell, Donna V.	Assistant Principal, Anona Elementary	11/30/13
Skinner, Mary Anne S.	Assistant Principal, Westgate Elementary	11/29/13

RECOMMENDATION OF SUPERINTENDENT ON
INSTRUCTIONAL PERSONNEL

2013/2014

November 12, 2013

APPOINTMENTS OF PROBATIONARY CONTRACT

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Bono, Mark F. (W)	Tarpon Springs Middle	Mathematics	10/04/13
Brandt, Aslyn F. (W)	Largo Middle	Science	10/28/13
Conrad, Kama D. (W)	School Social Work/Full Service Schools	Social Work	09/30/13
Crain, Brian (W)	Fitzgerald Middle	Guidance Counselor	10/16/13
Engelke, Shannon L. (W)	School Social Work/Full Service Schools	Social Work (Job Share)	10/30/13
Fazio, Victor M. (W)	Dunedin High	Mathematics	10/02/13
Garcia, Vicki V. (W)	Tyrone Middle	Foreign Language	10/14/13
Girard, Donna A. (W)	Anona Elementary	Gifted	10/30/13
Hektoen, Margaret M. (W)	Tarpon Springs High	Guidance Counselor	10/17/13
Houmard, Deanna M. (W)	Dropout Prevention	Behavior Specialist	10/21/13
Huber, Jane C. (W)	John Hopkins Middle	Computer Education	10/04/13
Jonas, Jack B. (W)	Gibbs High	Business Education	10/21/13
Keith, Sharity M. (W)	Boca Ciega High	Reading	10/21/13
Keys-Harris, Alyshia S. (B)	Azalea Middle	Science	10/08/13
Lund, Deborah A. (W)	Area 4 Exceptional Student Education	Occupational Therapist	10/22/13
Marcelli, Christian W. (W)	Northeast High	Foreign Language	10/21/13
McLemore, Ronald W. (W)	Gibbs High	Mathematics	10/09/13
Recommendation of Superintendent on Instructional Personnel			2

Attachment: Nov 12 2013 FINAL HR Board Agenda Sets A & B 2 (4328 : Request Approval of Personnel Recommendations)

November 12, 2013
2013/2014 School Year

APPOINTMENTS OF PROBATIONARY CONTRACT
(Continued)

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Meder, Lauren M. (W)	Walsingham Elementary	Kindergarten	10/02/13
Muniz, Carmen (H)	Clearwater Intermediate	English for Speakers of Other Languages	10/09/13
Nasser, Molly P. (W)	Safety Harbor Middle	Reading	10/16/13
Noble, Nathan D. (W)	Oak Grove Middle	Varying Exceptionality	10/14/13
Peoples, Tanya L. (B)	Sandy Lane Elementary	Elementary	10/07/13
Schroeder, Evan R. (W)	Seminole High	Alternative Education	10/14/13
Spartz, Robert (W)	Nina Harris Exceptional Student Educational Center	Participatory Varying Exceptionality	10/21/13
Stoykovich, Mihailo N. (W)	Calvin Hunsinger	Behavior Specialist	10/16/13
Taylor, Lori A. (W)	Fitzgerald Middle	Guidance Counselor	10/28/13
Taylor, Mary M. (W)	Campbell Park Elementary	Elementary	10/07/13
Wolford, Christopher (W)	Secondary Language Arts & Reading	Reading	10/07/13
Zapata, Karen L. (W)	Dixie Hollins Adult Education Center	Alternative Education	10/02/13

Attachment: Nov 12 2013 FINAL HR Board Agenda Sets A & B 2 (4328 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel
November 12, 2013
2013/2014 School Year

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APPOINTMENTS OF ANNUAL CONTRACT

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Anderson Rawstern, Margaret A. (W)	Belleair Elementary	Kindergarten	11/22/13
Bertero, Kara L. (W)	Lakewood Elementary	Kindergarten	11/22/13
Della Penna, Lillian C. (W)	Ridgecrest Elementary	Behavior Specialist	11/08/13
Freeman, Bethany J. (W)	Melrose Elementary	Elementary	11/05/13
King, Colleen M. (W)	Ridgecrest Elementary	Autism Spectrum Disorder	12/18/13
Leonti, Jill J. (W)	Mildred Helms Elementary	Pre K Varying Exceptionality	11/11/13
Michael, Linda H. (W)	Ridgecrest Elementary	Teacher on Special Assignment (4/7 Contract)	12/04/13
Odom, Katina R. (B)	Fairmount Park Elementary	Supported Varying Exceptionality	12/09/13
Simpson, Kelly L. (W)	School Social Work/Full Service Schools	Social Work	11/22/13
Sparks, Jessica A. (W)	Belcher Elementary	Emotional/Behavior Disorder	12/19/13
Stewart, Sharon P. (W)	Campbell Park Elementary	Varying Exceptionality	12/02/13
Stremmer, Sylvia N. (W)	Melrose Elementary	Kindergarten	11/22/13
Taylor, Leah R. (W)	Melrose Elementary	Art	11/22/13

Attachment: Nov 12 2013 FINAL HR Board Agenda Sets A & B 2 (4328 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel
November 12, 2013
2013/2014 School Year

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APPOINTMENTS OF ANNUAL CONTRACT
(Continued)

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Watts, Christina M. (W)	Frontier Elementary	Elementary	12/16/13
Williams, Erika J. (B)	John Hopkins Middle	Mathematics	09/04/13

TRANSFER

NAME	FROM COST CENTER	TO COST CENTER	EFFECTIVE
Williamson, Sandra Y. (W)	Sandy Lane Elementary	Highland Lakes Elementary	10/09/13

CHANGE OF CONTRACT

NAME	COST CENTER	FROM	TO	EFFECTIVE DATE
Reubens, Joan E. (W)	Prevention Office	10 Months	11.5 Months	10/11/13

LEAVES OF ABSENCE

NAME	COST CENTER	REASON	EFFECTIVE
Allen, Andrea M.	Title I Center	Maternity/FMLA	09/26/13
Badal, Dena M.	Belcher Elementary	Maternity/FMLA	10/04/13
Clifford, Candes J.	Safety Harbor Middle	Illness/FMLA	08/22/13
Connolly, Kathryn	Seminole Middle	Maternity/FMLA	09/17/13

Attachment: Nov 12 2013 FINAL HR Board Agenda Sets A & B 2 (4328 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel
November 12, 2013
2013/2014 School Year

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LEAVES OF ABSENCE
(Continued)

NAME	COST CENTER	REASON	EFFECTIVE
Gnage, Kristi A.	Meadowlawn Middle	Maternity/FMLA	10/02/13
Grella, Megan A.	Area 2 Exceptional Student Education	Maternity/FMLA	09/23/13
Jessop, Brandi M.	Communication Disorders	Maternity/FMLA	10/04/13
Jones, Janice L.	Communication Disorders	Illness/FMLA	09/26/13
Kay, Bonnie R.	Mildred Helms Elementary	Illness/FMLA	10/02/13
Lawrence, Lloyd	Dunedin Highland Middle	Illness/FMLA	09/30/13
Manley, Nicole A.	Gulfport Elementary	Maternity/FMLA	10/14/13
McMullen, Vicki S.	Skycrest Elementary	Workers' Comp. Injury/Illness	09/03/13
Morris, Autumn M.	Lakewood Elementary	Maternity/FMLA	10/14/13
Nigels, Michele F.	Safety Harbor Elementary	Adoption/FMLA	10/10/13
Parks, Gail K.	Stephens Exceptional Student Education Center	Illness/FMLA	08/27/13
Petz, Bethany K.	Largo High	Maternity/FMLA	09/30/13
Prillhart, Toniann D.	Brooker Creek Elementary	Maternity/FMLA	09/30/13
Quinette, Amy S.	Frontier Elementary	Maternity/FMLA	10/07/13

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Recommendation of Superintendent on Instructional Personnel
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LEAVES OF ABSENCE

(Continued)

NAME	COST CENTER	REASON	EFFECTIVE
Reynolds, Steven M.	Tarpon Springs Middle	Illness/FMLA	10/07/13
Sarlo, Amy C.	School Social Work/Full Service Schools	Maternity/FMLA	10/09/13
Terry, Jennifer	Mount Vernon Elementary	Maternity/FMLA	10/04/13
Veley, Amanda L.	Sandy Lane Elementary	Child Care	11/07/13
Zager, Richard J.	East Lake High	Maternity/FMLA	10/07/13

RETURN FROM LEAVE OF ABSENCE

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Applebaum, Scott M.	Palm Harbor University High	Science	09/30/13
Blakeslee, Staci M.	High Point Elementary	Autism Spectrum Disorder	09/30/13
Coriarty, Greg R.	Countryside High	Business Education	10/14/13
Gnage, Jaclyn H.	Mount Vernon Elementary	Elementary	10/07/13
Hart, Barbara J.	Pinellas Park Elementary	Elementary	10/11/13
Parks, Gail K.	Stephens Exceptional Student Education Center	Supported Varying Exceptionality	10/14/13
Seib, Melissa K.	High Point Elementary	Pre K Varying Exceptionality	09/30/13

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RETURN FROM LEAVE OF ABSENCE

(Continued)

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Winsey, Kelsey J.	Dixie Hollins High	Independent Varying Exceptionality	09/30/13

TERMINATIONS

NAME	COST CENTER	REASON	EFFECTIVE
<u>Resignations</u>			
Bertero, Kara L. (W)	Lakewood Elementary	Personal	10/10/13
Brennen, Cristin C. (W)	Boca Ciega High	Moving	11/01/13
Castle, Sarah L. (W)	Lakewood Elementary	Personal	10/01/13
Conjerti, Karen R. (W)	Pre K-12 Performing Arts	Moving	09/18/13
Dawkins, Kahlilah L. (B)	Psychological Services	To accept another position	10/11/13
Escalante, Alexis M. (B)	Bay Point Middle	Quit, no notice	10/07/13
Fischer, Constance (B)	Communication Disorders	Moving	10/04/13
Gleason, Katie L. (W)	Dixie Hollins High	To accept another position	10/22/13
Kopic, Renata (W)	Pinellas Park Middle	Probationary employee resignation	10/08/13
Mells, Carlita L. (B)	Fitzgerald Middle	Moving	10/18/13

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TERMINATIONS
(Continued)

NAME	COST CENTER	REASON	EFFECTIVE
<u>Resignations</u>			
(Continued)			
Parker, Lana B. (W)	Oak Grove Middle	To accept another position	10/11/13
Robbins, Rose A. (W)	Melrose Elementary	Probationary employee resignation	10/03/13
Smith, Chelsea A. (W)	Fitzgerald Middle	Probationary employee resignation	10/14/13
Stanford, Allison C. (B)	Campbell Park Elementary	Personal	10/04/13
<u>Retirements</u>			
Bell, Thomas M. (W)	Lakewood High	Retirement from FRS Investment Plan	09/30/13
Boyers, Sandra E. (W)	PTEC/Clearwater	Normal Retirement	10/11/13
Fink, Charles L. (W)	PTEC/Clearwater	Retirement from DROP	12/31/13
Gramblin, Julie T. (W)	Area 3 Exceptional Student Education	Retirement from FRS Investment Plan	01/06/14
Hartley, Barbara (W)	Dixie Hollins High	Retired under investigation	10/09/13
Ingram, John T. (W)	Boca Ciega High	Retirement from FRS Investment Plan	11/01/13

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TERMINATIONS
(Continued)

NAME	COST CENTER	REASON	EFFECTIVE
<u>Retirements</u> (Continued)			
Petersburg, Craig J. (W)	Gulfport Elementary	Normal retirement	10/18/13
St. Clair, Denise C. (W)	Boca Ciega High	Retirement from DROP	01/17/14
Turner, Daniel N. (W)	Nina Harris Exceptional Student Educational Center	Retirement from DROP	10/01/13

ADJUSTMENT

NAME OF TEACHER	COST CENTER	ADJUSTMENT
Hyde, Sida L.	Garrison Jones Elementary	Adjustment to the July 30, 2013 Board Agenda; Set A; Leaves of Absence: Change ending date from 11/01/13 to 06/06/14.

PAYMENT TO CONTRACTED SERVICES EMPLOYEES

Funding Source: Internal School Funds
Palm Harbor University High

Coordinating Graduation for Senior Class of 2014

Elliott, Stacy M	10/01/13 - 06/27/14	\$377.00
Swisher, Amanda L	10/01/13 - 06/27/14	\$377.00

Pinellas Park High

Assisting coach with volleyball skills
Miller, Hollisa K

09/23/13 - 09/30/13	\$312.00
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Recommendation of Superintendent on Instructional Personnel
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES

(Continued)

Funding Source: Private Schools

Private School Exceptional Student Education

Speech Therapy before and after school

Bern, Adina G	10/01/13 - 05/27/14	\$2,015.00
Brand, Sandra L	10/01/13 - 05/27/14	\$3,900.00
Burney, Leeann Williams	10/01/13 - 05/29/14	\$3,009.50
Cobb, Brittany	10/02/13 - 05/28/14	\$4,875.00
Frazier, Sherry L	10/02/13 - 05/22/14	\$3,835.00
Gigliotti, Bryan T	10/02/13 - 05/28/14	\$1,449.50
Gigliotti, Whitney Lee	10/02/13 - 05/28/14	\$2,015.00
Gomez, Sherilyn M	10/02/13 - 05/28/14	\$2,015.00
Gorski, Janice F	10/01/13 - 05/24/14	\$3,900.00
Hartman, Ashley	10/01/13 - 05/29/14	\$2,954.25
Martinez, Alicia R	10/01/13 - 05/27/14	\$1,885.00
Milroy, Dagmar W	10/01/13 - 05/27/14	\$3,835.00
Serata, Lauren B	10/01/13 - 05/29/14	\$4,030.00
Smolansky, Tiffany L	10/01/13 - 05/27/14	\$2,015.00
Verhine, Kristin N	10/16/13 - 05/28/14	\$3,705.00
Walker, Rosalyn L	10/01/13 - 05/20/14	\$1,885.00
Waterman, Amy K	10/01/13 - 05/20/14	\$2,015.00

Funding Source: School Shared Leases

John Hopkins Middle

Instructional teaching and coaching at Saturday School

Dickter, Daniel J	09/13/13 - 05/31/14	\$162.50
Moon, Jonathan L	09/13/13 - 05/31/14	\$162.50

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SUBSTITUTE APPOINTMENTS

It is recommended that the persons named on this list be appointed as substitute teachers. Their names are submitted with the understanding that they will comply with all regulations of the State Department of Education and the School Board of Pinellas County, Florida, pertaining to substitute teachers.

NAME	NAME
Brown, Mary D	Chiariello, Lana
Cook, Cheryl F	Copechal, Crystal R
Crockett, Kristin O	Dingwall, Andrea M
Hess, Matthew C	Hine, Robert D
Holzbog, Andrew T	Hurst, Cheryl S
Iarkova, Klavdia G	Johnson, Stephen R
Jones, Mary Lynn	Kennedy, Kelly L
Killam, Donald E	Krot, Eve M
Lord, George D	Mitchell, Jermaine C
Moten, Michael E	Navas, Yesenia G
Padgett, Georgine B	Schaefer, Merrideth J
Schleede, Carl F	Steele, Donna M
Trehy, Judith M	Weiner, Robert H
Wright, Jean M	Wudtke, Nancy E

EXTENDED LEARNING PROGRAM

NAME	COST CENTER
Adams, Sheryl A	Starkey Elementary
Akintonde, Tequena L	Boca Ciega High
Al, Tara J	Lynch Elementary
Anderson, Jennifer E	East Lake High
Avella, Melissa	Carwise Middle
Avery-Wright, Joycelyn	St Petersburg High
Back, Tiffany M	Northeast High
Baquero, Katherine	Osceola Middle
Bassett, Laura E	Ridgecrest Elementary

Recommendation of Superintendent on Instructional Personnel
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EXTENDED LEARNING PROGRAM
(Continued)

NAME	COST CENTER
Bell, Ronald D	Osceola Fundamental High
Bickler, Eric D	East Lake High
Bidwell, Colby R	Boca Ciega High
Blanco, Alison A	Osceola Middle
Blatter, Lydia S	Pinellas Park High
Borchardt, Sarah M	Starkey Elementary
Brooks, Todd	East Lake High
Byrne, Kimberly A	Southern Oak Elementary
Chadwick, Claire M	Cypress Woods Elementary
Clausen, Adam M	Osceola Middle
Clawson, Nancy B	Clearwater High
Cook, Jason E	Boca Ciega High
Coser, Raymond V	Tarpon Springs Middle
Cruz-Linares, Maria E	St Petersburg High
Darbois, Nicole R	Boca Ciega High
Degennaro, Geri-Lee	East Lake High
Duszynski, Lisa M	Northeast High
Elsy, Sue	Carwise Middle
Eriksen, Zachary W	Boca Ciega High
Fabien-Bennett, Tamar Naomi	Ponce De Leon Elementary
Fernandez, Jennifer S	Southern Oak Elementary
Finnegan, Beverly	Tarpon Springs Middle
Fleming, Marilyn G	Starkey Elementary
Floyd, Christina T	Southern Oak Elementary
Foley, Veronica E	Pinellas Park High
Fordham, Rebecca L	Frontier Elementary
Foster, Laurie A	East Lake High
Freed, Cynthia	Pinellas Park High
Gage, Kimberly L	Starkey Elementary
Geier-Scalzo, Rosemary L	Carwise Middle
Gerding, Ruth P	Lynch Elementary
Gonzalez, Aida B	Lynch Elementary

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EXTENDED LEARNING PROGRAM
(Continued)

NAME	COST CENTER
Gordon, James F	Tarpon Springs High
Gorman, Helene M	Lake St. George Elementary
Guy, Cathy S	Osceola Middle
Hamburg, Laura G	Starkey Elementary
Hannon, Sara E	Northeast High
Harris, Janet R	Boca Ciega High
Harris, Keeley D	East Lake High
Hart, Donna L	Carwise Middle
Hemsley, Denise C	Pinellas Park High
Hensley, Dina L	Southern Oak Elementary
Herbert, Julie A	Northeast High
Hester, Steven D	Northeast High
Hindrichs, Kristine K	Tarpon Springs High
Hinson, Nancy L	Tarpon Springs High
Hixson, Kelley M	Boca Ciega High
Huddleston, Tara L	Curtis Fundamental Elementary
Huebner, Tracy L	Northeast High
Huekler, Ellen M	Osceola Middle
Hyde, Dian A	Marjorie Kinnan Rawlings Elementary
Jackson, Samuel H	Tarpon Springs Middle
Jones, Patricia F	Boca Ciega High
Jordan, Christine R	Marjorie Kinnan Rawlings Elementary
Kelley, Eileen M	Tarpon Springs High
Kingsley, Carolyn A	Skyview Elementary
Kirkpatrick, Kathleen	Northeast High
Krouskos, Mary J	Pinellas Park High
Lacourse, Loretta M	St Petersburg High
Lake, Amy Jo	Pinellas Park High
Laporta, Thomas	Osceola Middle
Lee, Karen V	Carwise Middle
Lieb, Andrew S	Countryside High
Long, Teresa K	Skyview Elementary

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Recommendation of Superintendent on Instructional Personnel
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EXTENDED LEARNING PROGRAM
(Continued)

NAME	COST CENTER
Longo, Laura	Lake St. George Elementary
Mac Quarrie, Karol P	Tarpon Springs High
Mandelos, Andreas	Carwise Middle
Markham, Marilyn R	Carwise Middle
Marquis, Kerry H	Ridgecrest Elementary
Martin, Katherine E	Ridgecrest Elementary
McDonald, Sharon B	Dunedin High
McLeod-Madir, Hazel M	St Petersburg High
Mendez, Maribel	Lake St. George Elementary
Moore, Lori K	Osceola Middle
Morton, Patrice S	Skyview Elementary
Moskel, Kimberly S	Boca Ciega High
Mount, Angelia	Marjorie Kinnan Rawlings Elementary
Mullins, Harold J	Northeast High
Napierala, Nancy A	East Lake High
Navas, Elaine M	Tarpon Springs High
Neff, Susan L	Clearwater High
Nelson, Barbara J	Carwise Middle
Nguyen, Phi T	Marjorie Kinnan Rawlings Elementary
Obara, Jason	Carwise Middle
O'Connell, Mary A	Pinellas Park High
O'Connor, Fran E	Carwise Middle
Olson, Ivette	Carwise Middle
O'Neil, Jessica M	Southern Oak Elementary
Parhalo, Rebecca H	Bauder Elementary
Parish, Jessika D	Boca Ciega High
Pate, Jennifer K	Carwise Middle
Pfeifer, Alison C	Osceola Middle
Popick, Arlyne	Lynch Elementary
Prendergast, Kathy A	Highland Lakes Elementary
Prokopchuk, Helene	Osceola Middle
Quiroz, Aleece J	Largo High

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Recommendation of Superintendent on Instructional Personnel
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EXTENDED LEARNING PROGRAM
(Continued)

NAME	COST CENTER
Ricco, Pamela J	Ridgecrest Elementary
Rockwell-Stoler, Linda J	Marjorie Kinnan Rawlings Elementary
Roe, Laura A	Marjorie Kinnan Rawlings Elementary
Rollins, Michele Kathryn	Marjorie Kinnan Rawlings Elementary
Roque, Selenia	James B. Sanderlin Pk-8
Rosado, Amy Louise	Marjorie Kinnan Rawlings Elementary
Salvo, Kelly A	Clearwater High
Samonek, Michael P	Northeast High
Sarang, Steve J	Clearwater Intermediate
Selevan, Linda A	Dunedin High
Shaffer, Nicole M	Pinellas Park High
Smith, Kristi L	Clearwater High
Smith, Tracy L	Marjorie Kinnan Rawlings Elementary
Sosnicki-Uelmen, Nancy K	Cypress Woods Elementary
Spencer, Carol W	Bauder Elementary
Strawder, Randy A S	Frontier Elementary
Sullivan, Patricia M	Marjorie Kinnan Rawlings Elementary
Swinehart, Kathleen K	East Lake High
Thompson, Peggy Jane	Skyview Elementary
Tierney, Brady P	Osceola Middle
Trill, Kelly M	East Lake High
Tucker, Thomas M	St Petersburg High
Walker, Charlotte B	Northeast High
Walker, Patricia M	Clearwater Fundamental Middle
Watts, Loren N	Oakhurst Elementary
Wellman, Claudia J	Northeast High
West, Lori A	Boca Ciega High
Wheat, Shelly K	Northeast High
Widener, Lauren J	Boca Ciega High
Wilcox, Sarah E	Lynch Elementary
Willis, Stephanie L	Ridgecrest Elementary

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Recommendation of Superintendent on Instructional Personnel
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EXTENDED LEARNING PROGRAM
(Continued)

NAME	COST CENTER
Wilson, Krista	Osceola Middle
Wiseman, Heather L	East Lake High
Wiseman, Whisper L	Marjorie Kinnan Rawlings Elementary
Yeazell, Daniel A	Boca Ciega High
Yeazell, Daniel A	Boca Ciega High
Zahra, Amjad	Carwise Middle

PART-TIME HOURLY

NAME	COST CENTER
Barry, Stella D	Blanton Elementary
Benjamin, Lucille O	Lakewood Community
Caldwell, Traci	PTEC/Clearwater
Comerford, Margaret H	Family & Consumer Sciences
Copechal, Crystal R	Seventy-Fourth Street Elementary
Cotter, Bailey Elizabeth	Mildred Helms Elementary
Fairbank, Heather A	Orange Grove Elementary
Glasz, Peter A	Maximo Elementary
Hoffmann, Kristen N	Westgate Elementary
James, Angela Therese	Family & Community Relations
Mitchell, Jermaine C	Fairmount Park Elementary
Moore, Erica S	Clearwater Adult Education Center
Niesen, Veronica A	Tomlinson Adult Learning Center
Padavan, Anthony Joseph	PTEC/St Petersburg
Petrino, Rita D	Family & Consumer Sciences
Powers, Robert S	PTEC/Clearwater
Rodgers, Irwin H	PTEC/Clearwater
Schulthess, Natalie Marie	Gibbs High School
Sullivan, Michael C	PTEC/St Petersburg
Willis, Stacey L	Melrose Elementary

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Recommendation of Superintendent on Instructional Personnel
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TEACHER OUT-OF-FIELD

The following teachers are teaching one or more courses not covered by Florida teaching certificates. School Board approval is necessary in order that teachers may be considered as “qualified instructional personnel” under State Board Rule 6A-1.0503, which reads in part as follows: “A qualified instructional staff member who holds a valid Florida educator’s certificate with coverage other than that deemed appropriate by subsection (1), and has been approved by the School Board to teach out-of-field.”

COST CENTER	NAME	SUBJECT
Clearwater Intermediate	Muniz, Carmen	Reading & Language Arts
Safety Harbor Middle	Nasser, Molly	Reading
Oak Grove Middle	Noble, Nathan	Reading

APPROVED: _____
 Michael A. Grego, Ed.D.
 Superintendent of Schools

Attachment: Nov 12 2013 FINAL HR Board Agenda Sets A & B 2 (4328 : Request Approval of Personnel Recommendations)

Set B

MEMORANDUM

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Recommendation of Superintendent on Personnel – 2013/2014

The following personnel matters are submitted to you for your approval: Page

<http://www.pinellas.k12.fl.us/hr/JobDescriptions.html>Supporting Services

Appointments	44	1-3
Part Time Appointments	17	3-4
Substitute Appointments	44	5
Status Changes	78	5-13
Job Changes	14	13-14
Cost Center Changes	12	14-15
Leaves of Absence	5	15
Return from Leave of Absence	1	15
Terminations:		
Job Abandonment	2	16
Resignations	34	16-18
Retirements	11	18-19
Terminations: 2012-2013		
Resignations	8	19-20
Adjustments	4	20

DROP = Deferred Retirement Option Program

ESE = Exceptional Student Education

ESOL = English for Speakers of Other Languages

FS = Food Services

FT = Full Time

IDEA B = Individuals with Disabilities Education Act

PT = Part Time

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RECOMMENDATION OF SUPERINTENDENT
ON SUPPORT PERSONNEL

2013-2014

November 12, 2013

APPOINTMENTS

NAME OF EMPLOYEE	COST CENTER	POSITION	EFFECTIVE
Ahlgren, Rich E. (W)	Transportation	Bus Driver Temp	10/07/13
Alvarado Torres, Carla R. (H)	Curlew Creek Elementary	ESE Associate	10/14/13
Baker, E. D. (W)	Transportation	Bus Driver Temp	10/07/13
Bartles, Amy J. (W)	Sandy Lane Elementary	ESE Associate	10/07/13
Boone, Erin D. (W)	Transportation	Bus Driver Temp	10/07/13
Bradberry, Jeremiah C. (B)	Maintenance	Groundskeeper I	10/14/13
Calhoun, Corey R. (W)	Maintenance	Groundskeeper I	10/07/13
Cami, Vasil (W)	Transportation	Bus Driver Temp	10/07/13
Capri, Denise A. (W)	Ponce de Leon Elementary	ESE Associate	10/16/13
Charles, Junius J. (B)	Maintenance	Groundskeeper I	10/07/13
Clark, James O. (W)	Transportation	Bus Driver Temp	10/07/13
Conger, Peggy J. (W)	Transportation	Bus Driver Temp	10/07/13
Conway, Jeffrey A. (W)	Transportation	Bus Driver Temp	10/07/13
Crane, Stacey N. (W)	Transportation	Bus Driver Temp	10/07/13
Davis, Denise P. (B)	Transportation	Bus Driver Temp	10/07/13
Davis, Shante K. (B)	Fitzgerald Middle	ESE Associate	10/01/13
Dawson, Scott D. (W)	Pinellas County Schools Police Dept.	Police Officer	09/23/13

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Recommendation of Superintendent on Support Personnel
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APPOINTMENTS
(Continued)

NAME OF EMPLOYEE	COST CENTER	POSITION	EFFECTIVE
DiBlasi, William J. (W)	Transportation	Bus Driver Temp	10/07/13
Diop, Cheick (B)	Ponce de Leon Elementary	ESE Associate	10/14/13
Donadelle, Leslie N. (B)	Transportation	Bus Driver Temp	10/07/13
Fraley III, Edward J. (W)	School Health Services	Registered Nurse	09/30/13
Francois, Rebecca L. (W)	Food Services	Food Service Manager Intern	10/28/13
Gopfert, Pearl Z. (B)	John Hopkins Middle	Teacher Assistant	10/14/13
Hannah, Kristi V. (W)	Transportation	Bus Driver Temp	10/07/13
Hartog, Eileen L. (W)	Seminole Elementary	Teacher Assistant	10/14/13
Hornbaker, Amy E. (W)	Office of Strategic Communications	Communications Coordinator	10/02/13
Huerta, Cassie L. (W)	Starkey Elementary	ESE Associate	10/14/13
Jackson, Keuana L. (B)	Fairmount Park Elementary	ESE Associate	09/30/13
Kuntz, Andrea M. (W)	Pinellas Central Elementary	ESE Associate	09/30/13
Lozada Santos, Zuleyka (W)	Transportation	Bus Driver Temp	10/07/13
O'Connor, Brian J. (W)	Transportation	Bus Driver Temp	10/07/13
Pope, Heather (W)	Curlew Creek Elementary	Bilingual Assistant I	10/21/13
Ramos, Lillian (H)	Garrison Jones Elementary	Bilingual Assistant I	10/14/13

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Recommendation of Superintendent on Support Personnel
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APPOINTMENTS
(Continued)

NAME OF EMPLOYEE	COST CENTER	POSITION	EFFECTIVE
Rennell, Tracie D. (W)	Marjorie Kinnan Rawlings Elementary	ESE Associate	09/30/13
Roseman, Darrell R. (B)	Dunedin High	ESE Associate	09/30/13
Rothenberger, Matthew J. (W)	6-8 Math	6-8 Mathematics Specialist	09/30/13
Shorter, Shanequa S. (B)	Lynch Elementary	ESE Associate	10/14/13
Sullivan, Carol K. (W)	Transportation	Bus Driver Temp	10/07/13
Temple, Diane M. (W)	Carwise Middle	ESE Associate	10/14/13
Todd, Susan E. (W)	School Health Services	Registered Nurse	09/30/13
Troy, Angela E. (W)	Transportation	Bus Driver Temp	10/07/13
Williams, Aaron L. (B)	Transportation	Bus Driver Temp	10/07/13
Zimmerman, Robin (W)	Transportation	Bus Driver Temp	10/07/13
Zvoncheck, Thomas D. (W)	Transportation	Bus Driver Temp	10/07/13

PART-TIME APPOINTMENTS

NAME OF EMPLOYEE	COST CENTER	POSITION	EFFECTIVE
Adib, Yulliana W. (W)	Carwise Middle	ESE Associate	10/07/13
Carlisle, Cody M. (W)	Advanced Studies /Academic Excellence	College Co-op Temp	10/07/13
Corokalo, Alksandra (W)	Advanced Studies /Academic Excellence	College Co-op Temp	09/30/13

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Recommendation of Superintendent on Support Personnel
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PART-TIME APPOINTMENTS
(Continued)

NAME OF EMPLOYEE	COST CENTER	POSITION	EFFECTIVE
Harris, Destinie J. A. (B)	Advanced Studies /Academic Excellence	College Co-op Temp	10/07/13
Jones, Sonya R. (W)	Ozona Elementary	ESE Associate	09/30/13
Jorge, Rafaela A. (H)	Advanced Studies /Academic Excellence	College Co-op Temp	10/14/13
Knapp, Brenda E. (W)	Sutherland Elementary	ESE Associate Temp	10/07/13
McKie, Tiffany M. (W)	Advanced Studies /Academic Excellence	College Co-op Temp	10/07/13
McNealy Jr., Antonio G. (B)	Advanced Studies /Academic Excellence	College Co-op Temp	10/14/13
Nguyen, Trang T. T. (A)	Advanced Studies /Academic Excellence	College Co-op Temp	10/07/13
Pacheco, Tatyana R. (H)	Advanced Studies /Academic Excellence	College Co-op Temp	10/07/13
Pica, Jacquelyn M. (W)	Advanced Studies /Academic Excellence	College Co-op Temp	09/30/13
Stewart, Mary E. (W)	Pinellas County Schools Police Dept.	Police Dispatcher Temp	09/30/13
Troiso, Jenna A. (W)	Advanced Studies /Academic Excellence	College Co-op Temp	10/07/13
Vasquez, Mateo J. (H)	Advanced Studies /Academic Excellence	College Co-op Temp	09/30/13
Wise, Jamal A. (B)	Family & Community Relations	Teacher Assistant Temp	10/14/13
Wood, Alayna L. (W)	Advanced Studies /Academic Excellence	College Co-op Temp	09/30/13

Attachment: Nov 12 2013 FINAL HR Board Agenda Sets A & B 2 (4328 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Support Personnel
November 12, 2013
2013-2014 School Year

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SUBSTITUTE APPOINTMENTS

NAME	NAME	NAME
<u>Countywide Food Service Assistants</u>		
Ahmed, Sitara N.	Basta, Marianne H.	Boso, Debra A.
Breitling, Elena M.	Caicedo, Judith B.	Carroll, Pamela A.
Carter, Andre M.	Cook, Cary L.	Daniels, Katorria S.
Didario-Smith, Janice M.	Garcia, Clara I.	Gonzalez, Olga I.
Griffiths, M. Kay	Guzman Bocanegra, Martha I.	Ibey, Melanie A.
Kelly-Smith, Jessica K.	Lazzarin, Stephanie K.	Letts, Rita M.
Long, Arielle S.	Mendez, Nicholas	Monroe, Georgia M.
ODonnell, Roxanna M.	Prater, John O.	Prevost, Carmen F.
Redding, Lorraine M.	Richardson, Stacey R.	Ridge, Tammy S.
Saltsman, Darcy J.	Sanderson, Sheri L.	Simandl, Sherri S.
Sprouse, Louella	Sweeney, Roger P.	Tagliarini, Linda D.
Valdes Velazco, Ana M.		
<u>Countywide Assistants/Clerical</u>		
Deboe, Karen T.	Duval Gorman, Claire J.	Kennedy, Kelly L.
Washington, Valarie T.		
<u>Countywide Plant Operators</u>		
Belcher, Terrel D.	Dahl, Christopher L.	Fora, Edison
Lovett, Christopher M.	Ramos, Alcides P.	Sica, Gary A.

STATUS CHANGES

NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Arangjelovik, Snezana	Food Service Assistant PT Oak Grove Middle	Food Service Assistant FT Oak Grove Middle	10/07/13
Bacchi, Anita T.	Secretary II 9-12 Math	Secretary II Elementary Mathematics	10/10/13
Bates, Christine M.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Meadowlawn Middle	10/07/13

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Recommendation of Superintendent on Support Personnel
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STATUS CHANGES (Continued)			
NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Batista Roca, Gidbert N.	Paraprofessional Pre-Kindergarten Handicapped	Technology Technician Belleair Elementary	10/14/13
Brandenburg, Jane M.	Food Service Assistant PT Countryside High	Food Service Assistant FT Countryside High	10/07/13
Burdeno, Sandra J.	Food Service Assistant PT Skyview Elementary	Teacher Assistant FT Skyview Elementary	10/14/13
Caleco, Karen K.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Palm Harbor Middle	10/07/13
Cortes, Rubenia I.	Food Service Assistant PT Mount Vernon Elementary	Food Service Specialist Intern FT Mount Vernon Elementary	10/09/13
Cross, Patricia L.	Clerk Specialist II Human Resources	Investigations Clerk Pinellas County Schools Police Dept.	10/14/13
Dalberiste, Deveta S.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Tyrone Middle	10/07/13
Daniele, Karen P.	Food Service Assistant PT Pinellas Park High	Food Service Specialist Intern FT Pinellas Park High	10/09/13
Dionysiou, Hrisovalanto M.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Tarpon Springs Middle	10/07/13
Dunsmore, Terri E.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Carwise Middle	10/07/13

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STATUS CHANGES (Continued)			
NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Egan, Terri L.	Food Service Assistant PT Blanton Elementary	Food Service Assistant FT Dixie Hollins High	10/07/13
Farag, Nivin L.	ESE Associate Curlew Creek Elementary	Paraprofessional Palm Harbor University High	10/07/13
Farrell, Alyson	Clerical Assistant PT Melrose Elementary	Clerk Typist I FT Melrose Elementary	09/23/13
Ferguson, Phillipa A.	Food Service Assistant Substitute Food Services	Food Service Assistant FT John Hopkins Middle	10/07/13
Fineo, Roxane E.	Food Service Assistant PT Leila Davis Elementary	Food Service Assistant Substitute Food Services	09/30/13
Fitzgerald, Linda L.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Ponce de Leon Elementary	10/07/13
Folts, Linda R.	Food Service Assistant PT McMullen Booth Elementary	Food Service Manager Intern FT Food Services	10/28/13
Fontenot, Rebecca A. M.	Food Service Assistant Substitute Food Services	Food Service Assistant PT New Heights Elementary	10/07/13
Gomez-Rodriguez, Jenniffer	Food Service Assistant Substitute Food Services	Food Service Assistant FT WPSC Production	10/07/13
Gonxhi, Eqerem	Plant Operator PT Coachman Service Center	Plant Operator Substitute Human Resources	10/03/13

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STATUS CHANGES
(Continued)

NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Guirguis, Mary B.	ESE Associate PT Temp Leila Davis Elementary	Food Service Assistant PT Leila Davis Elementary	09/23/13
Haddad, Laurie J.	Food Service Assistant PT Dixie Hollins High	Food Service Assistant FT Dixie Hollins High	10/07/13
Hana, Reham A. M.	Food Service Assistant Substitute Food Services	Food Service Assistant PT East Lake High	10/07/13
Hanna, Reine W.	Teacher Substitute Human Resources	ESE Associate FT Temp Ozona Elementary	09/30/13
Heisey, Anna Rita M.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Pinellas Central Elementary	10/07/13
Hernandez, Miguel	Pending Placement Employee Human Resources	Plant Operator Substitute Human Resources	10/08/13
Higgins, Robin H.	School Bookkeeper I Palm Harbor Middle	School Bookkeeper II East Lake High	10/28/13
Hill, Kelly S.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Safety Harbor Elementary	10/07/13
Holmes, Lillian T.	Food Service Assistant PT Bay Point Middle	Food Service Assistant FT Bay Point Middle	10/07/13
Hudson, Yvonne	Food Service Assistant Substitute Food Services	Food Service Assistant PT Fairmount Park Elementary	10/07/13
Hujdurovic, Admira	Food Service Assistant Substitute Food Services	Food Service Assistant FT North Shore Elementary	10/07/13

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STATUS CHANGES (Continued)			
NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Jones, Henrietta W.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Dunedin Elementary	10/07/13
Jones, Lavonica R.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Bear Creek Elementary	09/23/13
Jones, Valerie R.	Classroom Assistant Substitute Human Resources	Library Media Assistant PT Doug Jamerson Elementary	09/03/13
Keys, Akeela E.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Pinellas Park Middle	10/07/13
Long, Barbara A.	Food Service Manager I Bay Vista Fundamental Elementary	Food Service Manager II Blanton Elementary	09/30/13
Marcial, Sandra K.	Food Service Assistant Substitute Food Services	Food Service Assistant FT Dunedin Elementary	10/07/13
Martin, Laura R.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Eisenhower Elementary	10/07/13
Matta, Suzy M. F.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Cypress Woods Elementary	10/07/13
Miller, Sheryl L.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Pinellas Central Elementary	10/07/13

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STATUS CHANGES
(Continued)

NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Monaghan, Mary Claire	ESE Associate PT Temp Lake St. George Elementary	Classroom Assistant Substitute Human Resources	10/09/13
Moreland, Melissa J.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Tarpon Springs Fundamental Elementary	10/07/13
Murray, Susan A.	Food Service Assistant PT Seminole Middle	Food Service Specialist Intern FT Seminole Middle	10/09/13
Nagy, Joann A.	Classroom Assistant Substitute Human Resources	ESE Associate FT Curlew Creek Elementary	10/07/13
Nunez, Reina C.	Food Service Assistant PT Clearwater High	Food Service Assistant FT Clearwater High	09/23/13
Paschopoulos, Christina M.	Classroom Assistant Substitute Human Resources	ESE Associate FT Dunedin Highland Middle	10/07/13
Postiglione, Vera	Food Service Specialist Bear Creek Elementary	Pending Placement Employee Human Resources	09/30/13
Pullen, Helen O.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Ponce de Leon Elementary	10/07/13
Qamar, Aysha M.	Food Service Assistant FT Dixie Hollins High	Food Service Assistant PT Dixie Hollins High	10/07/13
Rettman, Debra J.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Brooker Creek Elementary	10/07/13

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STATUS CHANGES
(Continued)

NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Reyes, Benjamin A.	Food Service Assistant Substitute Food Services	ESE Associate FT Northwest Elementary	10/07/13
Reynolds, Charles C.	Teacher Substitute Human Resources	Teacher Assistant FT Pinellas Park Elementary	10/11/13
Rich, Cortez A.	ESE Associate Sawgrass Lake Elementary	Technology Technician Bay Point Middle	10/09/13
Richardson, Kimberly A.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Walsingham Elementary	10/07/13
Rivera, Debra C.	Food Service Assistant PT Pinellas Park Middle	Food Service Assistant FT Pinellas Park Middle	10/07/13
Rofaeil, Mona A.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Tarpon Springs Middle	10/07/13
Roman, Jennifer	Food Service Assistant Substitute Food Services	Food Service Assistant PT Ponce de Leon Elementary	10/07/13
Sasso, Edith M.	Pending Placement Employee FT Human Resources	Food Service Assistant PT Gibbs High	10/07/13
Schaefer, Dana L.	Coordinator Other Academic Computing	Program Coordinator Instructional Materials	10/14/13
Scrivens, Edgar W.	Classroom Assistant Substitute Human Resources	ESE Associate FT Temp Azalea Elementary	10/08/13

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STATUS CHANGES
(Continued)

NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Shirvis, Etsuko S.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Osceola Fundamental High	10/07/13
Sitler, Haley A.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Sexton Elementary	10/07/13
Smalley, Jessica L.	Food Service Specialist Dunedin Elementary	Food Service Manager Intern Food Services	10/28/13
Smith Jr., Floyd B.	Food Service Assistant Substitute Food Services	Food Service Assistant FT Dixie Hollins High	10/07/13
Smith, Janice P.	Clerical Assistant PT Temp Pinellas Secondary School	ESE Associate FT North Shore Elementary	10/02/13
Sochocki, Wioletta	ESE Associate FT Walsingham Elementary	ESE Associate PT Walsingham Elementary	10/14/13
Tammaro, Christina M.	Food Service Specialist Pinellas Secondary School	Food Service Manager Intern Food Services	10/28/13
Todd, Kelley A.	Food Service Assistant FT Dixie Hollins High	Food Service Assistant PT Dixie Hollins High	10/07/13
Toscano, Iris B.	ESE Associate Lynch Elementary	Bilingual Assistant I Skycrest Elementary	10/14/13
Tushe, Fatime	Food Service Assistant Substitute Food Services	Food Service Assistant PT Lake St. George Elementary	10/07/13

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STATUS CHANGES
(Continued)

NAME OF EMPLOYEE	FROM POSITION/COST CENTER	TO POSITION/COST CENTER	EFFECTIVE
Wahba, Maha M.	Food Service Assistant Substitute Food Services	Food Service Assistant PT Tarpon Springs Middle	10/07/13
Ward, Tabitha L.	Food Service Assistant PT Shore Acres Elementary	Food Service Specialist Intern Shore Acres Elementary	10/09/13
Washington, Valarie T.	Classroom Assistant Substitute Human Resources	ESE Associate FT Safety Harbor Middle	10/07/13
Watkins, Jayme L.	Classroom Assistant Substitute Human Resources	ESE Associate FT Lealman Avenue Elementary	10/10/13

JOB CHANGES ONLY

NAME OF EMPLOYEE	FROM	TO	EFFECTIVE
Borsari, Susanne H.	Food Service Assistant	Food Service Manager Intern	10/28/13
Damann, Wayne	Automotive Diesel Mechanic-Journeyman	Automotive Diesel Mechanic-Lead	11/01/13
Duncan, Shane M.	Plant Operator	Groundskeeper II	10/17/13
Emrick, Tina M.	Food Service Assistant	Food Service Manager Intern	10/28/13
First, David L.	Food Service Assistant	Food Service Manager Intern	10/28/13
Hasse, Todd W.	Automotive Diesel Mechanic-Journeyman Intern	Automotive Diesel Mechanic-Journeyman	10/09/13

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JOB CHANGES ONLY
(Continued)

NAME OF EMPLOYEE	FROM	TO	EFFECTIVE
Hofman, Marcin J.	Automotive Diesel Mechanic-Journeyman Intern	Automotive Diesel Mechanic-Journeyman	09/27/13
Kelton, Norman	Assistant Superintendent, Technology and Information Systems	System Administrator	11/13/13
Kim, Crisanta	Food Service Specialist	Food Service Manager Intern	10/28/13
Miller, Glenn	Automotive Diesel Mechanic-Journeyman Intern	Automotive Diesel Mechanic-Journeyman	10/3/13
Sands, Patricia A.	School Office Clerk I	Data Management Technician	09/30/13
Smith, Jeremy R.	Paint/Body Mechanic- Journeyman Intern	Paint/Body Mechanic- Journeyman	09/27/13
Taber, Stephen G.	Automotive Diesel Mechanic-Lead	Trades Foreman	11/01/13
Thomeczek, Anita L.	Teacher Assistant	ESE Associate	10/07/13

COST CENTER CHANGES ONLY

NAME OF EMPLOYEE	FROM	TO	EFFECTIVE
Baldwin, Devone L.	Fitzgerald Middle	New Heights Elementary	10/23/13
Brown, Kristine R.	Stephens Exceptional Student Education Center	Eisenhower Elementary	10/28/13
Debose, Sharon R.	Clearwater High	Sawgrass Lake Elementary	10/21/13
Howard, Cynthia M.	New Heights Elementary	Lynch Elementary	10/07/13
Linton, Lorelei S.	Skyview Elementary	Shore Acres Elementary	10/14/13

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COST CENTER CHANGES ONLY
(Continued)

NAME OF EMPLOYEE	FROM	TO	EFFECTIVE
Maroney , Elizabeth A.	Calvin Hunsinger	Stephens Exceptional Student Education Center	10/17/13
Meade, Erika C.	Walsingham Elementary	Oakhurst Elementary	10/18/13
Roberts, Willa V.	Maximo Elementary	Melrose Elementary	10/15/13
Schulman, Steven H.	Food Services	WPSC Production	08/14/13
Simmonds, Rena R.	Azalea Middle	Skyview Elementary	10/14/13
Thompson, Bertha R.	Gibbs High	Boca Ciega High	10/07/13
Wieland, Erica L.	Human Resources	Food Services	10/14/13

LEAVES OF ABSENCE

NAME OF EMPLOYEE	COST CENTER	REASON	EFFECTIVE
Harrelson, Joann	Nina Harris Exceptional Student Education Center	Personal	10/14/13
Heard, Sally A.	Dunedin Highland Middle	Personal	10/14/13
Seifried, Ann M.	Fairmount Park Elementary	Illness	10/21/13
Stewart, Ruth L.	High Point Elementary	Illness/FMLA	09/16/13
Wade, Janet M.	Pinellas Central Elementary	Illness/FMLA	09/26/13

RETURN FROM LEAVE OF ABSENCE

NAME OF EMPLOYEE	COST CENTER	REASON	EFFECTIVE
Delaney, Phyllis E.	Northwest Elementary	Illness/FMLA	10/04/13

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TERMINATIONS

NAME OF EMPLOYEE	COST CENTER	REASON	EFFECTIVE
<u>Job Abandonment</u>			
Chapman, Deborah A. (W)	Tarpon Springs Middle	Job Abandonment	11/12/13
Luzar, Nancy T. (W)	Largo High	Job Abandonment	11/12/13
<u>Resignations</u>			
Bunker, Mary Ann (W)	Pinellas Central Elementary	Personal	10/09/13
Clay, Di Jon O. (B)	St. Petersburg High	Probationary employee resignation	10/18/13
Donald, Terence A. (B)	Bay Point Middle	Personal	08/01/13
Farol, Martin I. (A)	Transportation	Resigned in lieu of recommendation for dismissal	10/28/13
Fitzgerald, Mallory (W)	Bardmoor Elementary	Moving	09/27/13
Flournoy, Cicily D. (B)	Transportation	Personal	10/07/13
Frappier, Linda M. (W)	Westgate Elementary	Personal	09/25/13
Gertsch, Patricia A. (W)	Shore Acres Elementary	To accept another position	10/18/13
Girgis, Nancy M. G. (W)	Palm Harbor University High	Personal	10/02/13
Giuffrida, Dean A. (W)	Transportation	Personal	09/30/13
Hardman, David E.	Communication Disorders	Personal	08/09/13
Hill, Antwon J. (B)	Gibbs High	Resigned in lieu of recommendation for dismissal	10/23/13

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TERMINATIONS
(Continued)

NAME OF EMPLOYEE	COST CENTER	REASON	EFFECTIVE
<u>Resignations</u> (Continued)			
Jesionowski, Dorothy A. (W)	Skycrest Elementary	Probationary employee resignation	10/10/13
Linse, Amanda C. (W)	East Lake High	Personal	10/11/13
Longwell, James D. (W)	Cypress Woods Elementary	To accept another position	10/04/13
Manning Jr., Stephen E. (B)	Transportation	Personal	09/30/13
Matthews, Cecile D. (A)	pTEC/St Petersburg	Moving	11/01/13
Mercer, Denise H. (W)	Lake St. George Elementary	Personal	09/27/13
Miller, Carolyn M. (W)	Stephens Exceptional Student Education Center	Moving	10/04/13
Miller, Tia S. (B)	Gibbs High	Personal	09/24/13
Moore, Gina L. (B)	Lealman Avenue Elementary	Health	10/14/13
Moran, Karen R. (W)	Leila Davis Elementary	Quit, No Notice	10/01/13
Ouellet, Michelle C. (W)	Stephens Exceptional Student Education Center	To accept another position	10/11/13
Phillips, Rebecca H. (W)	Pinellas Park Middle	Moving	11/22/13
Polverari, Carol F. (W)	Osceola Middle	Resigning from leave	09/06/13
Rebokus, Lori A. (W)	Bayside High	Moving	10/18/13
Rhame Jr., Johnnie D. (W)	Food Services	To continue education	10/10/13

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TERMINATIONS
(Continued)

NAME OF EMPLOYEE	COST CENTER	REASON	EFFECTIVE
<u>Resignations</u> (Continued)			
Scott, Natasha W. (B)	Human Resources	Resigned in lieu of recommendation for dismissal	10/30/13
Shewell, Fujiko (A)	Walsingham Elementary	Health	10/11/13
Shone, Kimberly D. (W)	Woodlawn Elementary	Personal	08/27/13
Smith-Kronz, Edie A. (W)	Lealman Avenue Elementary	Health	11/01/13
Stelljes, Audie P. (W)	Bauder Elementary	Personal	10/14/13
Stewart, Ruth L. (W)	High Point Elementary	Resigned under investigation	10/08/13
Torelli, Cynthia L.(W)	Perkins Elementary	Personal	10/10/13
<u>Retirements</u>			
Andrews, Ernest D. (W)	Vehicle Maintenance	Retirement from DROP	10/31/13
Brown, Errol (B)	Bay Point Middle	Normal retirement	11/26/13
Brundage-Rackard, Roslyn L. (B)	Transportation	Retirement from Investment Plan	10/01/13
Costa, Janet (W)	Seminole High	Early Retirement	09/30/13
Dwyer, Diane B. (W)	Cross Bayou Elementary	Normal retirement	12/20/13
Hicks, Ozell (B)	Transportation	Retired in lieu of recommendation for dismissal	10/04/13

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TERMINATIONS
(Continued)

NAME OF EMPLOYEE	COST CENTER	REASON	EFFECTIVE
<u>Retirements</u> (Continued)			
Huriaux, Robert (W)	Transportation	Retirement from Investment Plan	10/04/13
Johnson, Linda A. (W)	Dixie Hollins High	Early Retirement	10/04/13
Ray, Robert C. (W)	Maintenance	Retirement from DROP	10/31/13
Walsh, Christine L. (W)	Vehicle Maintenance	Retirement from DROP	10/31/13
Wilkins, Mary (B)	Walsingham Elementary	Retirement from DROP	09/30/13

TERMINATIONS
(2012-2013)

NAME OF EMPLOYEE	COST CENTER	REASON	EFFECTIVE
<u>Resignations</u>			
Byrd, Lilla M. (B)	Human Resources	Personal	10/24/12
Cason, Marquel D. (B)	Advanced Studies /Academic Excellence	End of project	06/30/13
Goodridge, Rejai S. L. (B)	Advanced Studies /Academic Excellence	End of project	06/30/13
Gunn, Dylan R. (W)	Advanced Studies /Academic Excellence	End of project	06/30/13
Luther, Jacob C. (W)	Advanced Studies /Academic Excellence	End of project	06/30/13
Poirier, Martin D. (W)	Advanced Studies /Academic Excellence	End of project	06/30/13

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TERMINATIONS
(2012-2013)

NAME OF EMPLOYEE	COST CENTER	REASON	EFFECTIVE
<u>Resignations</u>			
Ruiz Del Sol, Alejandro (H)	Advanced Studies /Academic Excellence	End of project	06/30/13
Thorn, Barbara A. (W)	Advanced Studies /Academic Excellence	End of project	06/30/13

ADJUSTMENTS

NAME OF EMPLOYEE	COST CENTER	ADJUSTMENT
Guirguis, Mary B.	Leila Davis Elementary	Adjustment to the October 22, 2013 Board Agenda, Set B, Supporting Services Status Changes: Cancel change.
Jones, Valerie R.	Human Resources	Adjustment to the October 22, 2013 Board Agenda, Set B, Supporting Services Status Changes: Cancel change.
Joy, Laura A.	Mildred Helms Elementary	Adjustment to the October 8, 2013 Board Agenda, Set B; Status Changes: Change date from 09/16/13 to 09/23/13.
Rich, Cortez A.	Sawgrass Lake Elementary	Adjustment to the October 22, 2013 Board Agenda, Set B, Supporting Services Status Changes: Cancel change.

APPROVED: _____
Michael A. Grego, Ed.D.
Superintendent of Schools

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SCHEDULED

REQUEST FOR APPROVAL (ID # 4327)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of the Administrative Appointment of the Assistant Superintendent, Technology and Information Systems

BACKGROUND:

The Assistant Superintendent, Technology and Information Systems position is available due to a change in assignment of Norman Kelton effective November 13, 2013.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

RECOMMENDATION:

Recommend the School Board approve the appointment of **Thomas P. Lechner**, Principal, Seminole Middle School to Assistant Superintendent, Technology and Information Systems effective November 13, 2013. Salary and benefits shall be paid consistent with the district's compensation schedule for administrators.

RATIONALE:

Thomas Lechner began his career in education in 1986. He has served as a teacher at Cypress Woods Elementary School (1986-1987) and Sandy Lane Elementary School (1987-1994); an Assistant Principal at Carwise Middle School (1994-1995), Tarpon Springs Middle School (1995-1998), and Oak Grove Middle School (1998-2007); and currently serves as the Principal at Seminole Middle School (2007 to present).

Mr. Lechner earned his bachelor's degree from the University of Florida, his master's degree from the University of South Florida, and his Specialist's degree in Educational Leadership from Nova University.

DATA SOURCE:

William Corbett, Ed.D., Deputy Superintendent

SUBMITTED BY:

Ron Ciranna, J.D., Assistant Superintendent, Human Resources Services

SCHEDULED

REQUEST FOR APPROVAL (ID # 4297)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of the Administrative Appointment of the Administrator,
Department of Juvenile Justice / Dropout Prevention

BACKGROUND:

The Administrator, Department of Juvenile Justice / Dropout Prevention position is available due to a change in assignment of Carol Norton effective July 17, 2013. This position was advertised for one week and sixteen applicants applied for the position. Superintendent's staff interviewed two applicants on October 1, 2013.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

RECOMMENDATION:

Recommend the School Board approve the appointment of **Barbara Muhly**, Property Manager, The National Trust to Administrator, Department of Juvenile Justice / Dropout Prevention effective November 20, 2013. Salary and benefits shall be paid consistent with the district's compensation schedule for administrators.

RATIONALE:

Barbara Muhly began her career in education in 1979. She has served as an English Teacher in North Ireland (1979-1984); an English Teacher (1984-1998) and an Assistant Principal for Curriculum (1998-2005) at Northeast High School in Pinellas County. Ms. Muhly currently serves as the Property Manager for The National Trust (2005 to present).

Ms. Muhly earned her bachelor's degree in English Education at Queens University of Belfast, North Ireland and her master's degree in Education Administration at the University of South Florida.

DATA SOURCE:

Pamela Moore, Associate Superintendent, Teaching and Learning Services
Diane Lenox, Director, Dropout Prevention

SUBMITTED BY:

Ron Ciranna, J.D., Assistant Superintendent, Human Resources Services

SCHEDULED

REQUEST FOR APPROVAL (ID # 4299)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval to Appoint USI Insurance Services as Property and Casualty Insurance Broker and Consultant, January 1, 2014, Through December 31, 2017, With an Option to Renew for Four Additional Years

BACKGROUND:

USI Insurance Services currently serves as the district's Property Insurance Broker and Aon Risk Services serves as our Casualty Insurance Broker for our current casualty insurance program through June 30, 2014.

Property and Casualty Insurance for school districts in the Florida market is very complex and difficult to place. A Property and Casualty Insurance Broker with access to U.S. and International markets is necessary to piece together a cost-effective program.

In order to validate the services provided and the fees earned by our broker, a Request for Qualifications (RFQ) was developed. This is similar to the process used to appoint Aon Hewitt as the district's Employee Benefits Broker and Consultant.

On August 13, 2013, the Purchasing department issued a Request for Qualifications (RFQ) for Property and Casualty Insurance Broker and Consulting Services, RFQ 14-946-008. The RFQ was received by thirteen vendors. The district received five responsive proposals - *Aon Risk Services, Brown & Brown, First Florida, Arthur J. Gallagher, and USI Insurance Services.*

The Evaluation Committee for this RFQ was comprised of the following:

- Michael Bessette, Associate Superintendent, Operational Services
- Kevin Smith, CPA, Associate Superintendent, Finance and Business Services
- Ted Pafundi, Director, Risk Management and Insurance
- Skip Paquette, Safety and Loss Control Specialist
- Joe Maceda, Financial Reporting Analyst (Facilities)

The Evaluation Committee individually reviewed proposals, met on September 3, 2013, and selected three vendors to make oral presentations. On September 25, 2013, the three finalists made their presentations which covered the following topics:

- Summarize how you will assist Pinellas County School Board (PCSB) in preparing its annual property program for marketing to ensure that we receive favorable pricing, terms, and conditions.

- Summarize the role of the retail and wholesale broker in the marketing of the property insurance program. Indicate how each is compensated.
- Identify the casualty and loss control resources available to PCSB and the areas where you can assist PCSB in mitigating and controlling losses.
- Describe how you will help PCSB in managing and settling Auto Liability and General Liability claims and managing and evaluating the performance of its Third Party Administrator (TPA).
- Tell us why your firm is best positioned to serve as PCSB's Property and Casualty Insurance Broker.

The oral presentations varied in response to the questions, supporting documentation provided, and identification of resources and strategies for success. Subsequent to the presentations, the committee members ranked USI Insurance Services first.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

ALTERNATIVES:

- . Approve the four-year service agreement with USI Insurance Services.
- . Do not approve the four-year service agreement USI Insurance Services.

RECOMMENDATION:

Alternative #1 is recommended

RATIONALE:

USI Insurance Services is a large insurance broker with a strong presence in the Florida market. They have effectively served the district for over 10 years and have the experience and local presence to successfully market, negotiate, and manage the district's property and casualty insurance program. USI has a positive working relationship with the district's current insurers and Johns Eastern Company, the district's Third Party Administrator (TPA).

USI has the experience, expertise, and resources to provide the services required to ensure that our insurance has favorable terms and conditions at competitive pricing.

In addition, USI has local, state, and national resources to assist with the placement of insurance, manage and settle claims, and develop strategies to reduce our risk and financial exposure.

IMPACT STATEMENT:

The board does not pay directly for these services so there is no impact on the operating budget. The \$350,000 annual cost for these services will be paid through commissions earned on the placement of property and casualty insurance.

DATA SOURCE:

David Koperski, School Board Attorney

Kevin Smith, CPA, Associate Superintendent, Finance and Business Services

Request for Approval (ID # 4299)

Meeting of November 12, 2013

Ted Pafundi, Director Risk Management and Insurance
USI Insurance Services

SUBMITTED BY:

Ron Ciranna, J.D., Assistant Superintendent, Human Resources Services

SCHEDULED

REQUEST FOR APPROVAL (ID # 4303)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of the Special Projects Contract with Performance Matters, LLC., \$70,000.00

BACKGROUND:

The district has purchased and is implementing the Performance Matters assessment platform. This service contract will provide support for continuing the implementation of the assessment platform. Rather than hiring replacement staff in the final year of the Race to the Top grant this contract will provide for quality contracted services and support from Performance Matters, to continue the current high momentum of developing and implementing quality assessments. Deliverables include: technical support, supplemental training and professional development support.

STRATEGIC DIRECTION GOAL: Student Achievement

ALTERNATIVES:

1. Approve the agreement.
2. Do not approve the agreement.

RECOMMENDATION:

Alternative No.1 is recommended

RATIONALE:

Currently the district progress monitoring and district-developed End of Course assessments are conducted using the Performance Matters platform. The platform and all associated process have also been utilized for the implementation of the assessments of the Marzano pilot.

IMPACT STATEMENT:

Federally Funded-No Cost to District

DATA SOURCE:

Jan Urbanski, Director, Special Projects
Behrokh Ahmadi, Executive Director, Assessment, Accountability, and Research
Heather J. Wallace, School Board Attorney – reviewed as to form and legality

SUBMITTED BY:

Lori Matway, Associate Superintendent, Student & Community Support Services

ATTACHMENTS:

- Special Projects Contract with Performance Matters (PDF)

Title of Project: Contract with Performance Matters, LLC

If this is a contractual agreement requiring bids or formal quotes, the director purchasing has authorized this agreement according to purchasing requirements.

X The "Checklist for Contractual Agreements" form has been signed by the Project Manager and the Director of Purchasing, and submitted to the Director of Special Projects.

— — — N/A

Amount of Project: \$70,000.00

Status of Project:

New: X

Renewal:

Amendment:

If Amendment:

Additional Funds:

Reduced Funds:

Time Extension:

Other:

Fund Source:

State:

Federal:

X

Other:

Length of Project: _7_ Months

Starting Date: November 13, 2013

Ending Date: June 30, 2014

Usage in other districts:

Yes X

No

Visits by PCS Staff:

Date: NA

Person:

Students to be served/Target Audience: Instructional staff at all schools

Performance Data, Research Findings, or Improvement Results:

Contact Person: Behrokh Ahmadi, Executive Director, Assessment, Accountability, and Research

Grant Proposal/Contract Developer(s): Behrokh Ahmadi, Executive Director, Assessment, Accountability, and Research

NO COST TO DISTRICT OPERATING FUNDS

Target Schools: All High Schools

Budget:

Purchased Services

\$ 70,000.00

TOTAL

\$ 70,000.00

SCHEDULED

REQUEST FOR APPROVAL (ID # 4292)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D, SUPERINTENDENT

SUBJECT: Request Approval of the Financial Statements for the Month Ending
August 31, 2013 for Fiscal Year 2013/14

BACKGROUND:

The Financial Statements are a summary of the financial condition and financial activities of the school board. These statements provide a district-wide view of financial operations.

STRATEGIC DIRECTION/GOAL: **Effective & Efficient Use of Resources**

ALTERNATIVES:

1. Approve the request for approval of financial statements.
2. Do not approve the request.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

The financial records and accounts of the school board are maintained under the direction of the superintendent with approval of the board.

IMPACT STATEMENT:

There is no effect on schools or budgets.

DATA SOURCE:

Kevin W. Smith, CPA, Associate Superintendent, Finance & Business Services
Catherine N. Davidson, CPA, Director of Accounting

SUBMITTED BY:

Kevin W. Smith, CPA, Associate Superintendent, Finance & Business Services

ATTACHMENTS:

- Financial Statements, August 2013 (PDF)

PINELLAS COUNTY SCHOOLS

OPERATING SUMMARY BY FUNCTION

For the Month Ending August 31, 2013

10.8.a

BUDGET

2013-2014

Account Number	Description	Original 13-14 Budget*	Year to Date Rev/Expend	Encumbrances	Budget Balances
REVENUES					
100	FEDERAL	\$322,000	\$5,094	---	\$316,906
200	FEDERAL THROUGH STATE	2,715,324	261,495	---	2,453,829
300	STATE	362,125,552	58,500,701	---	303,624,851
400	LOCAL	401,037,124	1,813,252	---	399,223,872
700	NON REVENUE SOURCES	30,300,000	272,653	---	30,027,347
	NON-SPENDABLE	6,186,895			6,186,895
	RESTRICTED	24,294,504			24,294,504
	ASSIGNED	19,335,627			19,335,627
	UNASSIGNED	7,377,100			7,377,100
	TOTAL REVENUE				
	AND FUND BALANCE	<u>\$853,694,126</u>	<u>\$60,853,195</u>	<u>---</u>	<u>\$792,840,931</u>
EXPENDITURES					
5000	INSTRUCTIONAL SERVICES	\$533,655,790	\$33,415,336	\$5,399,729	\$494,840,725
6100	PUPIL SERVICES	29,668,478	1,953,518	233,442	27,481,518
6200	INSTRUCTIONAL MEDIA	9,501,128	441,238	108,626	8,951,264
6300	INSTR & CURRIC DEVELOPMENT	9,369,541	1,068,143	52,531	8,248,867
6400	INSTRUCTIONAL STAFF DEVELOP	3,422,678	299,472	12,166	3,111,040
6500	INSTRUCTIONAL TECHNOLOGY	2,388,931	371,533	42	2,017,356
7100	BOARD OF EDUCATION	1,291,109	1,175,432	36,417	79,260
7200	GENERAL ADMINISTRATION	2,341,690	409,982	34,534	1,897,174
7300	SCHOOL ADMINISTRATION	51,224,302	5,316,393	591,958	45,315,951
7400	FACILITIES ACQ & CONSTRUCTION	695,032	309,370	24,879	360,783
7500	FISCAL SERVICES	3,893,338	520,493	387,783	2,985,062
7600	FOOD SERVICES				
7700	CENTRAL SERVICES	11,074,793	1,641,895	951,225	8,481,673
7800	TRANSPORTATION	31,470,740	3,325,316	42,766	28,102,658
7900	OPERATION OF PLANT	73,696,254	15,510,131	307,470	57,878,653
8100	MAINTENANCE OF PLANT	21,200,794	3,424,612	2,393,854	15,382,328
8200	ADMINISTRATIVE TECHNOLOGY	4,708,126	671,448	793,228	3,243,450
9100	COMMUNITY SERVICES	691,402	154,341	2,815	534,246
9200	DEBT SERVICE	0			0
9700	TRANSFERS				0
	Totals: Appropri., Expend. & Encumb.	<u>\$790,294,126</u>	<u>\$70,008,653</u>	<u>\$11,373,465</u>	<u>\$708,912,008</u>
	NON-SPENDABLE	6,300,000			6,300,000
	RESTRICTED	24,600,000			24,600,000
	ASSIGNED	19,800,000			19,800,000
	UNASSIGNED	12,700,000			12,700,000
	TOTAL EXPENDITURES				
	AND FUND BALANCE	<u>\$853,694,126</u>	<u>\$70,008,653</u>	<u>\$11,373,465</u>	<u>\$772,312,008</u>

EXCESS OF EXPENDITURES OVER REVENUES

(\$9,155,458)

*Approved at Second Public Hearing on September 10, 2013

The "Permanent Fund" is included in the "Operating Fund".

Subject to minor rounding

Attachment: Financial Statements, August 2013 (4292 : Financial Statements, August 2013)

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PINELLAS COUNTY SCHOOLS

OPERATING SUMMARY BY OBJECT

For the Month Ending August 31, 2013

10.8.a

BUDGET
2013-2014

Account Number	Description	Original 13-14 Budget*	Year to Date Rev/Expend	Encumbrances	Budget Balances
<i>REVENUES</i>					
100	FEDERAL	\$322,000	\$5,094	---	\$316,906
200	FEDERAL THROUGH STATE	2,715,324	261,495	---	2,453,829
300	STATE	362,125,552	58,500,701	---	303,624,851
400	LOCAL	401,037,124	1,813,252	---	399,223,872
700	NON REVENUE SOURCES	30,300,000	272,653	---	30,027,347
	NON-SPENDABLE	6,186,895			6,186,895
	RESTRICTED	24,294,504			24,294,504
	ASSIGNED	19,335,627			19,335,627
	UNASSIGNED	7,377,100			7,377,100
	TOTAL REVENUE				
	AND FUND BALANCE	<u>\$853,694,126</u>	<u>\$60,853,195</u>	<u>---</u>	<u>\$792,840,931</u>
<i>EXPENDITURES</i>					
100	SALARIES	\$510,563,161	25,736,466		\$484,826,695
200	EMPLOYEE BENEFITS	154,375,424	18,452,673		135,922,751
300	PURCHASED SERVICES	67,001,737	15,378,452	7,409,394	44,213,891
400	ENERGY SERVICES	27,364,562	4,185,587		23,178,975
500	MATERIALS AND SUPPLIES	17,497,165	4,091,993	2,331,819	11,073,353
600	EQUIPMENT OTHER EXPENSES	9,335,883	1,483,284	1,479,561	6,373,038
700	OTHER EXPENSES	4,156,194	680,198	152,691	3,323,305
900	TRANSFERS				0
	<i>Totals: Appopr., Expend. & Encumb.</i>	<u>\$790,294,126</u>	<u>\$70,008,653</u>	<u>\$11,373,465</u>	<u>\$708,912,008</u>
	NON-SPENDABLE	6,300,000			6,300,000
	RESTRICTED	24,600,000			24,600,000
	ASSIGNED	19,800,000			19,800,000
	UNASSIGNED	12,700,000			12,700,000
	TOTAL EXPENDITURES				
	AND FUND BALANCE	<u>\$853,694,126</u>	<u>\$70,008,653</u>	<u>\$11,373,465</u>	<u>\$772,312,008</u>
EXCESS OF EXPENDITURES OVER REVENUES			<u>(\$9,155,458)</u>		

*Approved at Second Public Hearing on September 10, 2013

The "Permanent Fund" is included in the "Operating Fund".

Subject to minor rounding

Attachment: Financial Statements, August 2013 (4292 : Financial Statements, August 2013)

PINELLAS COUNTY SCHOOLS

FOOD SERVICE SUMMARY

For the Month Ending August 31, 2013

BUDGET
2013-2014

Account Number	Description	Original 13-14 Budget*	Year to Date Rev/Expend	Encumbrances	Budget Balances
<i>REVENUES</i>					
100	FEDERAL			---	\$0
200	FEDERAL THROUGH STATE	33,455,211	2,496,867	---	30,958,344
300	STATE	507,246	6,897	---	500,349
400	LOCAL	12,759,848	896,618	---	11,863,230
700	NON REVENUE SOURCES			---	0
	NON-SPENDABLE	1,045,171			1,045,171
	RESTRICTED	9,015,846			9,015,846
	TOTAL ESTIMATED REVENUE			---	0
	AND FUND BALANCE	<u>\$56,783,322</u>	<u>\$3,400,382</u>	---	<u>\$53,382,940</u>
<i>EXPENDITURES</i>					
100	SALARIES	\$15,110,815	1,344,556		\$13,766,259
200	EMPLOYEE BENEFITS	5,068,151	581,000		4,487,151
300	PURCHASED SERVICES	2,439,843	186,754	736,928	1,516,161
400	ENERGY SERVICES	1,045,600	122,065		923,535
500	MATERIALS AND SUPPLIES	23,400,878	773,024	122,177	22,505,677
600	EQUIPMENT OTHER EXPENSES	3,070,700	903,345	1,452,258	715,097
700	OTHER EXPENSES	587,274	86,731		500,543
900	TRANSFERS				0
	<i>Totals: Apprpr., Expend. & Encumb.</i>	<u>\$50,723,261</u>	<u>\$3,997,475</u>	<u>\$2,311,363</u>	<u>\$44,414,423</u>
	NONSPENDABLE	1,091,853			1,091,853
	RESTRICTED	4,968,208			4,968,208
	TOTAL EXPENDITURES				
	AND FUND BALANCE	<u>\$56,783,322</u>	<u>\$3,997,475</u>	<u>\$2,311,363</u>	<u>\$50,474,484</u>
EXCESS OF EXPENDITURES OVER REVENUES			<u><u>(\$597,093)</u></u>		

*Approved at Second Public Hearing on September 10, 2013

Subject to minor rounding

Attachment: Financial Statements, August 2013 (4292 : Financial Statements, August 2013)

PINELLAS COUNTY SCHOOLS

FINANCIAL SUMMARY - ALL FUNDS

For the Month Ending August 31, 2013

	2013-2014 Original Budget*	Year-to-Date Expenditures	Percent of Budget Expended	Percent of Approp. Expended	Encumbrances	Budget Balance	Percent of Budget Remaining
Operating	\$853,694,126	\$70,008,653	8.2%	8.9%	\$11,373,465	\$772,312,008	90.5%
Debt Service	4,713,539		0.0%	0.0%		4,713,537	100.0%
Capital Outlay	298,205,915	22,280,222	7.5%	10.7%	42,809,066	233,116,625	78.2%
School Food Service	56,783,322	3,997,475	7.0%	6.9%	2,311,363	50,474,484	88.9%
Contracted Programs	93,907,991	6,069,568	6.5%	6.5%	1,461,021	86,377,402	92.0%
ARRA Targeted Assistance	906,925	281,235	31.0%	0.3%	207,827	417,861	46.1%
ARRA Race to the Top	12,379,719	387,560	3.1%	6.5%	1,267,367		0.0%
ARRA Other Stimulus	37,597		0.0%	0.0%	37,597		0.0%
Worker's Compensation	6,584,219	44,995	0.7%	0.7%		6,539,224	99.3%
Liability Insurance	1,348,575	904	0.1%	0.1%		1,347,671	99.9%
Totals- All Funds	\$1,328,561,928	\$103,070,612	7.8%	8.8%	\$59,467,706	\$1,155,298,812	87.0%

*Approved at Second Public Hearing on September 10, 2013

The "Permanent Fund" is included in the "Operating Fund".

Subject to minor rounding

Attachment: Financial Statements, August 2013 (4292 : Financial Statements, August 2013)

PINELLAS COUNTY SCHOOLS

COMBINED BALANCE SHEET

ALL FUND TYPES AND ACCOUNT GROUPS

For the Month Ending August 31, 2013

ASSETS AND OTHER DEBITS

CASH	\$5,895,628
INVESTMENTS	237,055,511
TAXES RECEIVABLE	0
OTHER RECEIVABLES	12,587,610
ALLOWANCE FOR DOUBTFUL ACCOUNTS	
DUE FROM OTHERS	5,427,390
DEPOSITS RECEIVABLE	0
INVENTORY	5,047,570
PREPAID EXPENSES/ACCRUED INTEREST	540,990
LAND	128,450,631
BUILDINGS/FIXED EQUIPMENT	2,249,171,000

FURNITURE, FIXTURES & EQUIPMENT	142,120,073
VEHICLES	53,101,247
CONSTRUCTION IN PROGRESS	12,948,468
CAPITAL LEASES	47,883,746
COMPENSATED ABSENCES	89,401,532
OTHER AMOUNTS TO BE PROVIDED	<u>34,531,364</u>

TOTAL ASSETS AND OTHER DEBITS	<u>\$3,024,162,759</u>
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ESTIMATED REVENUE	\$1,051,850,500
ENCUMBRANCES	59,467,706
EXPENDITURES	<u>103,070,612</u>

GRAND TOTAL	<u>\$4,238,551,577</u>
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LIABILITIES AND FUND EQUITIES

WAGES PAYABLE	\$365,685
PAYROLL DEDUCTIONS PAYABLE	1,252,185
ACCOUNTS PAYABLE	14,124,166
CONSTRUCTION CONTRACTS PAYABLE	0
DUE TO OTHERS	1,864,286
RETAINAGE PAYABLE	2,298,031
MATURED BONDS & INTEREST PAYABLE	884
DEPOSITS AND SALES TAX PAYABLE	31,940
BONDS PAYABLE & NOTES PAYABLE	21,985,000
CAPITAL LEASE OBLIG. & JUDGEMENTS	12,546,364
DEFERRED REVENUE	7,194,657
COMPENSATED ABSENCES	<u>89,401,532</u>

TOTAL LIABILITIES	<u>\$151,064,730</u>
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INVESTMENT IN FIXED ASSETS	\$2,633,675,164
NET ASSETS, RESTRICTED	1,932,794
RESERVE FOR ENCUMBRANCES	59,467,706
OTHER DESIGNATED BALANCES	86,425,070
OTHER UNDESIGNATED BALANCES	6,060,061
NON-SPENDABLE (OPERATING)	6,300,000
RESTRICTED (OPERATING)	24,600,000
ASSIGNED (OPERATING)	19,800,000
UNASSIGNED (OPERATING)	<u>12,700,000</u>

TOTAL FUNDS EQUITIES	<u>\$2,850,960,795</u>
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TOTAL LIABILITIES AND FUND EQUITIES	<u>\$3,002,025,525</u>
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APPROPRIATIONS	\$1,171,618,722
REVENUE	<u>64,907,330</u>

GRAND TOTAL	<u>\$4,238,551,577</u>
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*Approved at Second Public Hearing on September 10, 2013

Subject to minor rounding

Attachment: Financial Statements, August 2013 (4292 : Financial Statements, August 2013)

SCHEDULED

REQUEST FOR APPROVAL (ID # 4300)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval for the Renewal of the Agreement With East Lake Youth Sports Association, Inc. (ELYSA) for the Reciprocal use of ELYSA Facilities and East Lake High School Facilities

BACKGROUND:

In 2004 the School Board and ELYSA entered into an agreement that permits the high school's soccer teams to practice at ELYSA's Sports Complex, located at 3055 Old Keystone Road. ELYSA occasionally uses the high school's fields, depending on availability. The renewal of the agreement is for a period of five (5) years beginning December 9, 2013 and ending December 8, 2018.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

ALTERNATIVES:

1. Approve the renewal of the agreement.
2. Do not approve the renewal of the agreement.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

Renewing the agreement with ELYSA provides increased recreation opportunities for the East Lake High School students and the community.

IMPACT STATEMENT:

The renewal of the agreement does not require any commitment of funds by the school board.

DATA SOURCE:

David Koperski, School Board Attorney
Debbie Forster, Real Estate Analyst
Carmela Haley, Principal, East Lake High School
Rick Watson, President, ELYSA

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- East Lake Agreement (PDF)

AGREEMENT
Between
THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA
And
EAST LAKE YOUTH SPORTS ASSOCIATION, INC.

This Agreement made and entered into this _____ day of _____, 2013, by and between the East Lake Youth Sports Association, Inc., hereinafter referred to as "ELYSA" and the School Board of Pinellas County, Florida, hereinafter referred to as "Board;"

WITNESSETH:

WHEREAS, the Board owns and operates East Lake High School, hereinafter referred to as the "School," located at 1300 Silver Eagle Dr, Tarpon Springs, Florida; and

WHEREAS, ELYSA owns and operates the East Lake Sports Complex, located at 3055 Old Keystone Road, Tarpon Springs, Florida, hereinafter referred to as the "Sports Complex"; and

WHEREAS, the Board and ELYSA have occasional need for each other's recreation facilities; and

WHEREAS, the Board and ELYSA are each willing to cooperate in this matter under certain conditions and provisions;

NOW THEREFORE, in consideration of the covenants herein contained and other good and valuable consideration, the Board hereby permits ELYSA to use a portion of the School site and ELYSA hereby permits the Board to use a portion of the Sports Complex, according to the following terms and covenants:

1. Term. The term of this Agreement will be for a period of five (5) years, beginning December 9, 2013 and ending December 8, 2018.

2. Description of Use. ELYSA will permit the School to use the Sports Complex fields for after-school sports' practices at locations, dates and times as pre-approved by the President of ELYSA, or designee. The Board will permit ELYSA to use the School fields and stadium for ELYSA sports' activities on weekends and non-school days and the occasional use on weekdays at locations, dates and times as pre-approved by the School Principal, or designee. ELYSA acknowledges the primary use of the School stadium is for Board-approved sports' activities and the need to limit the intensity of use of the stadium field, and will work with School administration accordingly, to schedule ELYSA uses.

3. Costs. The parties agree to pay for any direct costs associated with their use. Use of field areas by the parties will generally be at no cost to the using party; however, the parties agree to pay for any direct costs associated with use; for example, extra personnel costs, lighting or field-lining supplies.

4. Scheduling Uses. Short-term uses of facilities may be scheduled with the joint approval of the Superintendent of Schools and the President of ELYSA, or their respective designees, by using a Facility Use Authorization Form, a sample of which is attached as "Exhibit A". The Facility Use Authorization Form will be prepared by the School Board's Real Estate Department and will specify the location and conditions of use, including but not limited to dates, times, contact names and costs, if any. The Facility Use Authorization Form will be considered an amendment to the Agreement when executed by the Superintendent of Schools and President of ELYSA, or their respective designees.

5. Return Condition of Facility. Each party agrees to return the facilities and surrounding area used in a clean and sanitary condition after their use by the parties, their agents, or invitees.

6. Restrictions on Use. There will be no use of the School or Sports Complex by private parties or organizations or by business enterprises for profit without the written consent of the Superintendent of Schools, and the ELYSA President, or their respective designees respectively. The parties agree to make no unlawful, improper, or offensive use of the other party's site. ELYSA and all its invitees will abide by all Board policies, including any policies that prohibit the consumption of tobacco products or alcoholic beverages on Board property, including outside areas. If, at any time, the School principal, or designee, determines the use of the School facility or surrounding area by ELYSA will cause disruption of, or interference with the educational process at the facility or use of the facility by the Board, or will cause a potential threat to the safety of the participants or spectators or the potential for damage to the School improvements on site because of continued use, the use may be terminated immediately without notice. The parties agree that the previous stated termination is only included to define the rights of School staff within this Agreement and in no way abridges the obligation of the ELYSA to properly supervise its activities. School use of Sports Complex facilities will be subject to ELYSA rules and regulations governing use of the Sports Complex.

7. Parking. The School Principal, or designee, will designate School parking facilities to be used by ELYSA. Use of any other area, without the prior approval of the School principal, is prohibited. The President of ELYSA, or designee, will designate Sports Complex parking facilities to be used by the School.

8. Supervision of Program. Each party will provide supervision of programs it conducts.

9. Hold Harmless. ELYSA agrees to indemnify, hold harmless and defend the Board, its officers, agents, and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which the Board, its officers, agents, and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by ELYSA, its agents or employees; the equipment of ELYSA, its agents or employees while such equipment is on premises owned or controlled by the Board; or the negligence of ELYSA or the negligence of ELYSA agents or employees when acting within the scope of their agency or employment, whether such claims, judgments, costs and expenses be for damages, damage to property including the Board's property, and injury or death of any person whether employed by ELYSA, the Board, or otherwise. ELYSA will

provide the Board a certificate of comprehensive general liability insurance coverage in the amount of at least \$1,000,000, listing the School Board of Pinellas County, Florida, as additional insured. The Board agrees to be responsible for its own acts of negligence, or its respective agents' or employees' acts of negligence when acting within the scope of their agency or employment, and agrees to be liable for any damages proximately caused thereby; provided, however, that the Board's liability is subject to the monetary limitations and defenses imposed by Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the Board, nor shall anything herein be construed as consent by the Board to be sued by any third party for any cause or matter arising out of or related to this Agreement. The Board will provide if requested, to ELYSA proof of insurance coverage or self-insurance in the amounts set forth in Florida statutes. ELYSA duty to indemnify and hold harmless shall survive termination of this Agreement.

10. Assignment, Inspection and Termination. The Board and ELYSA will not assign this Agreement or sublet the facilities or any part thereof without the written consent of the other party. The Board, its officers, agents, and employees, will have the right to enter and inspect any portion of the School facility and the operation being conducted thereon at reasonable times. This Agreement may be canceled by either the Board or ELYSA with ninety (90) days written notice, without cause. This Agreement may be canceled by the Board or ELYSA with cause, upon written notice to the defaulting party if said default is not cured within thirty (30) days of said notice.

11. Unforeseen Questions. The Board and ELYSA agree that in the event of unforeseen questions arising out of use of the School or Sports Complex or otherwise arising under this Agreement, questions will be settled in writing between the Superintendent of Schools and the President of ELYSA, or their respective designees for resolution of such questions concerning this Agreement.

12. Notices. Notices required under the Agreement shall be sent as specified below, until such time as a party shall notify the other of a change in the name or address for notices.

For the Board:	School Board of Pinellas County, FL Real Estate Department 11111 S. Belcher Road Largo, FL 33773
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For ELYSA:	President East Lake Youth Sports Association 36181 East Lake Road #198 Palm Harbor, FL 34685
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13. Headings. The headings of this Agreement are for convenience and reference only and in no way define, limit, or describe the scope of intent of this Agreement or any part hereof, or in any way affect the same, or construe, any provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ATTEST:

EAST LAKE YOUTH SPORTS ASSOCIATION,
INC.

By: _____
President

Approved as to form:

ATTEST:

THE SCHOOL BOARD OF PINELLAS
COUNTY, FLORIDA

Superintendent

By: _____
Chairperson

Approved as to form:


School Board Attorney

Attachment: East Lake Agreement (4300 : Renewal Agreement - East Lake Youth Sports Assoc./East Lake High

Exhibit "A"***FACILITY USE AUTHORIZATION FORM***

Date: October 15, 2013
 To: **Agency**
 Subject: Additional Use Request under the Agreement Between the School Board
 of Pinellas County and East Lake Youth Sports Association, Inc., **effective date**

Requestor:
 Description of Use:
 Facility(ies): **SAMPLE – Note: This form will be completed by the Real Estate Department
 and submitted for signatures.**

Dates & Times:
 Supervision By:

Coordinator (& Phone #) for School Board:
 Coordinator (& Phone #) for Agency:

The following estimated costs will be incurred as a result of the said use:

Wages: \$
 Direct Costs \$ **0,000.00**
 Other (List) \$
 \$ _____

Total **\$ 0,000.00**

The facility owner/representative _____ will invoice _____ for the above-described costs, which may vary if the actual use of facilities differs from that shown above. This form, when executed by the authorized representative for the School Board and the authorized agency representative, will be authorization to use the above described facility on the dates and times set forth herein. This additional use is granted under the terms and conditions of the above said agreement.

Additional conditions, if any:

East Lake Youth Sports Association, Inc.

School Board of Pinellas County, Florida

 Authorized Representative Date
 for Agency

 Authorized Representative Date
 for School Board
 11111 S. Belcher Rd., Largo, FL 33773

With copies to: Michael Grego, Ed.D., Superintendent of Schools
 Director, Accounting
 Director, Auditing
 Area Superintendent (Region I-IV)
 School Bookkeeper
 School Representative
 Agency Representative

RPC #

Attachment: East Lake Agreement (4300 : Renewal Agreement - East Lake Youth Sports Assoc./East Lake High)

SCHEDULED

REQUEST FOR APPROVAL (ID # 4302)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Report to the School Board of Facility Leases, Joint-Use Activities, and Other Community Uses Processed by the Real Estate Department During the First Fiscal Quarter 2013/14

BACKGROUND:

Board policy requires a quarterly summary of facility leases (PCS Form 3-2726) processed by the Real Estate Department.

Attached is a list of community uses of school facilities, including joint-use-agreement activities, extended-care reimbursements, and facility leases processed by the Real Estate Department during the first fiscal quarter 2013/14. The quarterly summary lists all agreement and leasing activities processed with the exception of agreements presented as individual board agenda items and no-fee, school support activities within the Pinellas County Council of PTAs blanket-use agreement.

The contract amounts listed are for the entire contract period. Additional information on the contract or activity is available in the Real Estate Department.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

RATIONALE:

The quarterly report permits the Board to ensure that community uses of board facilities meet valid customer requirements and provides an accountability system to monitor recovery of resources when community uses of school facilities are not aligned with the school district's primary goals.

IMPACT STATEMENT:

Cost recovery for community uses processed during the first fiscal quarter 2013/14 is \$351,420.

DATA SOURCE:

Lori Girard, Real Estate Leasing Analyst

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- Facility Use Summary Report (PDF)

Community Uses Processed During Fiscal-Quarter 1 2013/14

Control#	School Facilities	Using Party Event Name	Dates and Times Number of Days	Type Of Form or Contract	Amount
10099	Countryside High School auditorium & stage	Central Florida Institute graduation ceremony	09/28/13; 9:30am-2:00pm 1	Facility Lease	\$964.70
10100	pTEC-St. Petersburg central mall	Greta Jackson wedding reception	10/19/13; 2:00pm-7:00pm 1	Facility Lease	\$966.30
10101	Madeira Beach Fundamental School field (cafeteria if raining)	Gulf Coast Giving cyber bullying awareness week celebration	09/27/13; 5:30pm-9:30pm 1	Facility Lease	\$0.00 fees waived by principal
10102	Lynch Elementary School media center	Meadowlawn Neighborhood Association general membership meetings	08/27/13-11/26/13; 7:00pm- 9:00pm 4	Facility Lease	\$85.60
10103	Oakhurst Elementary School media center	Girl (Daisy) Scouts meetings	09/03/13-05/20/14; 3:15pm- 4:30pm 20	Facility Lease	\$0.00 fees waived by principal
10104	Palm Harbor University High School cafeteria	Florida Storm wrestling camp	07/29/13-08/01/13; 9:00am- 11:00am 4	Facility Lease	\$154.08 some fees waived by principal
10105	Azalea Middle School gym and cafeteria	Susan G. Komen Breast Cancer Foundation emergency shelter for walkers	10/25/13-10/27/13 3	Facility Lease	\$0.00 billing will occur after event if facility is used
10106	Tarpon Springs High School stadium, band room, cafeteria,	Tarpon Springs High Band Boosters music festival fundraiser	10/19/13; 10:00am-10:00pm 1	Facility Lease	\$2,008.00
10107	Gibbs High School auditorium and stage	Competitive Edge Dance Academy dance rehearsal and recital	08/10/13; 4:00pm-8:00pm 1	Facility Lease	\$958.84

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10108	Robinson Service Center entire first floor	Pinellas County African American History Museum museum	07/01/13-06/30/14 365	Facility Lease	\$0.00
10109	Oak Grove Middle School gym, outside field area	Clearwater, City of youth basketball and sports camp	07/08/13-07/18/13; 8:00am- 12:00pm 8	Additional Use Form	\$896.00
10110	St. Petersburg High School auditorium & stage	People to People Ambassadors Program informational meetings	09/22/13; 10:30am-5:00pm 1	Facility Lease	\$1,349.12
10111	Boca Ciega High School football stadium field	Gulfport Pirates Youth Sports football games	08/24/13-10/19/13; 7:00am- 5:00pm 5	Facility Lease	\$3,237.50
10112	Countryside High School concourse and auditorium	Open Door Church church services	08/11/13-09/01/13; 9:30am- 11:30am 4	Facility Lease	\$1,528.00
10113	Seminole Elementary School parking lot	VFW Post #9272 VFW event	08/11/13; 12:00pm-5:00pm 1	Additional Use Form	\$0.00
10114	Starkey Elementary School classroom	Child Evangelism Fellowship after school club	09/10/13-12/17/13; 2:45pm- 3:45pm 13	Facility Lease	\$442.00
10115	Bayside High School gym	PCSO new officer swearing in ceremony	09/27/13; 2:00pm-5:00pm 1	Additional Use Form	\$0.00
10116	Seminole Elementary School art room	Child Evangelism Fellowship after school club	09/12/13-12/12/13; 2:45pm- 3:45pm 12	Facility Lease	\$432.00
10117	Bayside High School gym	PCSO new officer swearing in ceremony	12/03/13; 2:00pm-5:00pm 1	Additional Use Form	\$0.00

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10118	Mildred Helms Elementary School cafeteria	Largo, City of extended care-second half summer billing	06/10/13-08/10/13 23.5	Exhibit Spreadsheet	\$4,948.70
10119	Westgate Elementary School classroom	The Chess Center after school chess program	09/20/13-11/15/13; 2:40pm- 3:40pm 8	Facility Lease	\$291.04
10120	Seminole High School parking lot	University Car Events LLC auto-cross event	09/01/13; 9:00am-5:00pm 1	Facility Lease	\$454.35
10121	Bear Creek Elementary School classroom	Child Evangelism Fellowship after school club	10/02/13-04/29/14; 2:30pm- 3:45pm 27	Facility Lease	\$918.00
10122	Tarpon Springs High School baseball field	Tarpon Springs Silver Kings - AAU Baseball youth baseball practices and games	08/02/13-11/21/13 40	Facility Lease	\$0.00 principal waived fees
10123	Dixie Hollins High School baseball field	Kenneth City Royals youth baseball practices	08/19/13-12/20/13; 5:30pm- 7:30pm 60	Facility Lease	\$0.00
10124	53 Elementary Schools cafeteria	Boy Scouts of America Join Scouts Night	Various 1	Additional Use Form	\$1,166.00 \$22 per school
10125	Ridgecrest Elementary School 2 classrooms	Mad Science after school science program	09/06/13-12/13/13; 2:45pm- 3:45pm 12	Facility Lease	\$873.12
10126	9 Elementary Schools cafeteria	Boy Scouts of America Join Scouts Night	Various 1	Additional Use Form	\$198.00 \$22 per school
10127	Nina Harris ESE Center cafeteria	Nina Harris PTO monthly meetings	09/10/13-05/06/14; 5:30pm- 7:00pm 9	Facility Lease	\$0.00

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10128	Tarpon Springs High School softball field	Tarpon Swag Youth Softball Inc. youth softball practices	08/27/13-11/26/13; 6:00pm-8:00pm 31	Facility Lease	\$406.60
10129	Perkins Elementary School 2 classrooms	Mad Science after school science program	09/16/13-10/21/13; 2:45pm-3:35pm 6	Facility Lease	\$308.16
10130	Belcher Road Site SE corner of paved driveway, outside fence	Tampa Pavement Constructors parking for pavement equipment	08/27/13-09/01/13 6	Facility Lease	\$0.00
10131	Northeast High School baseball field	St. Pete Titans youth baseball league	09/03/13-12/05/13; 5:00pm-7:00pm 20	Facility Lease	\$3,885.00
10132	Bay Point Middle School cafeteria	Coordinated Child Care extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$5,293.20
10133	Dunedin Middle School cafeteria	Coordinated Child Care extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$5,293.20
10134	Largo Middle School cafeteria	Coordinated Child Care extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$5,293.20
10135	Morgan Fitzgerald Middle School cafeteria	Coordinated Child Care extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$5,293.20
10136	Tarpon Springs Fundamental Elementary School cafeteria	Coordinated Child Care extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$4,753.20
10137	Tarpon Springs High School gym	Tarpon Springs Tip-Off Boosters 2013 Alumni Basketball Game	11/02/13; 5:00pm-9:00pm 1	Facility Lease	\$600.88

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10138	Boca Ciega High School parking lots	49th Street South Business Association overflow parking	09/28/13; 10:00am-10:00pm 1	Facility Lease	\$0.00 principal waived fees
10139	Palm Harbor University High School teaching auditorium	Autumn Woods HOA HOA meeting	11/05/13; 6:00pm-9:00pm 1	Facility Lease	\$41.73
10140	East Lake High School softball field, batting cages	Clearwater Lady Bombers youth softball practice	09/03/13-11/01/13; 3:00pm-8:00pm 60	Facility Lease	\$0.00
10141	Northwest Elementary School classroom	Mad Science after school science program	09/18/13-10/23/13; 2:45pm-3:45pm 6	Facility Lease	\$218.28
10142	Northeast High School tennis/basketball courts	St. Petersburg, City of St. Pete Junior Tritons youth basketball program	09/02/13-01/30/14; 6:00pm-8:00pm TBD	Additional Use Form	\$332.64
10143	Countryside High School baseball field	Countryside Diamond Club youth baseball league games	09/05/13-09/12/13 5	Facility Lease	\$133.75
10144	Palm Harbor University High School classroom	Hidden Lake Homeowners Association HOA meetings	09/12/13-06/12/14; 6:00pm-9:00pm 9	Facility Lease	\$77.04
10145	Lakeview Fundamental Elementary School 3 classrooms	Mad Science after school science program	09/17/13-10/22/13; 2:40pm-3:40pm 6	Facility Lease	\$398.04
10146	Cypress Woods Elementary School cafeteria	YMCA of the Suncoast extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$11,110.89
10147	Frontier Elementary School cafeteria	YMCA of the Suncoast extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$11,110.89

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10148	Lake St. George Elementary School cafeteria	YMCA of the Suncoast extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$11,110.89
10149	Orange Grove Elementary School cafeteria	YMCA of the Suncoast extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$11,110.89
10150	Safety Harbor Elementary School cafeteria	YMCA of the Suncoast extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,387.21
10151	Tarpon Springs Elementary School cafeteria	YMCA of the Suncoast extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94
10152	Garrison-Jones Elementary School cafeteria	YMCA of the Suncoast extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94
10153	Fuguitt Elementary School cafeteria	YMCA of the Suncoast extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94
10154	Eisenhower Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$6,311.10
10155	New Heights Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$7,911.08
10156	Pinellas Park Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$6,311.10
10157	James Sanderlin Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$7,458.60
10158	Southern Oak Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$7,458.60
10159	John Hopkins Middle School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$12,103.37

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10160	Nina Harris ESE Center cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$11,110.89
10161	Paul B Stephens ESE Center cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$11,110.89
10162	Sandy Lane Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$4,360.27
10163	McMullen Booth Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$5,380.27
10164	High Point Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$2,716.32
10165	Rawlings Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$2,716.32
10166	Shore Acres Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$2,716.32
10167	Seventy-Fourth St Elementary School cafeteria	R'Club extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$2,716.32
10168	East Lake High School baseball field, club house	Gulf Coast Mustangs baseball games	09/17/13-11/12/13; 5:00pm- 7:00pm 12	Facility Lease	\$321.00
10169	Boca Ciega High School baseball field	Gulfport Baseball youth baseball	09/04/13-11/21/13; 4:00pm- 8:00pm 40	Facility Lease	\$0.00 principal waived fees
10170	Campbell Park Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$7,188.06

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10171	Jamerson Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$8,093.02
10172	Lynch Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$7,188.06
10173	Meadowlawn Middle School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$11,650.89
10174	Pinellas Park Middle School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$11,650.89
10175	Woodlawn Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$6,961.82
10176	Bay Point Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94
10177	Northwest Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94
10178	Maximo Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94
10179	Melrose Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$4,370.93
10180	Sawgrass Lake Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94
10181	Sexton Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94
10182	Westgate Elementary School cafeteria	YMCA of Greater St. Petersburg extended care	06/10/13-08/14/13 47	Exhibit Spreadsheet	\$3,527.94

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10183	Osceola High School baseball field	IBC Baseball d/b/a Owlz Baseball youth baseball	09/03/13-12/04/13; 6:00pm-8:30pm 18	Facility Lease	\$187.25
10184	Perkins Elementary School classroom	Dana Feldmeier HHC yoga instruction for students	09/11/13-11/20/13; 2:35pm-3:35pm 10	Facility Lease	\$363.80
10185	Ridgecrest Elementary School music room	Music Is Ageless band instruction	09/09/13-05/19/14; 2:45pm-4:45pm 31	Additional Use Form	\$1,364.00
10186	Leilia Davis Elementary School music room	Music Is Ageless band instruction	09/09/13-05/19/14; 2:45pm-4:45pm 31	Additional Use Form	\$1,364.00
10187	Ozona Elementary School music room	Music Is Ageless band instruction	09/10/13-05/20/13; 2:45pm-4:45pm 33	Additional Use Form	\$1,452.00
10188	Curlew Creek Elementary School music room	Music Is Ageless band instruction	09/10/13-05/20/13; 2:45pm-4:45pm 33	Additional Use Form	\$1,452.00
10189	Highland Lakes Elementary School music room	Music Is Ageless band instruction	09/11/13-05/21/13; 2:45pm-4:45pm 33	Additional Use Form	\$1,452.00
10190	Curtis Fundamental Elementary School classroom	Music Is Ageless band instruction	09/18/13-05/22/13; 2:00pm-4:00pm 32	Additional Use Form	\$1,088.00
10191	pTEC-St. Petersburg central mall area	YDF/AKAdeMy youth meet and greet	09/22/13; 1:00pm-7:00pm 1	Facility Lease	\$625.52 principal waived rental fee
10192	Jamerson Elementary School 2 classrooms	Espanolito after school Spanish classes	09/09/13-12/12/13; 3:00pm-4:00pm 23	Facility Lease	\$0.00 principal waived fees

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10193	Seminole High School baseball field	Seminole NATES Baseball Club youth baseball	09/12/13-10/19/13 3	Facility Lease	\$0.00 principal waived fees
10194	North Shore Elementary School 2 classrooms	Mad Science after school science program	09/18/13-10/23/13; 2:45pm-3:45pm 6	Facility Lease	\$308.16
10195	Skyview Elementary School classroom	Child Evangelism Fellowship of Lower Pinellas Inc. after school club	11/01/13-04/11/14; 2:35pm-4:30pm 18	Facility Lease	\$612.00
10196	Westgate Elementary School classroom	Child Evangelism Fellowship of Lower Pinellas Inc. after school club	09/24/13-04/15/14; 2:45pm-3:45pm 27	Facility Lease	\$918.00
10197	Palm Harbor University High School baseball field and restrooms	Palm Harbor Grizzlies AAU baseball games	09/10/13-09/11/13; 5:30pm-7:00pm 2	Facility Lease	\$129.50
10198	St. Petersburg High School classroom	Safe2Drive safe driving course	10/01/13-03/29/14 72	Facility Lease	\$16,889.76
10199	Orange Grove Elementary School classroom	Child Evangelism Fellowship after school program	10/03/13-04/17/14; 2:35pm-4:15pm 25	Facility Lease	\$850.00
10200	Plumb Elementary School media center	PCCPTA PTA meetings to plan carnival	09/18/13-10/16/13; 6:30pm-7:30pm 5	Additional Use Form	\$0.00
10201	Madeira Beach Fundamental School parking lot	Madeira Beach, City of overflow parking	10/25/13-10/27/13 3	Additional Use Form	\$0.00
10202	Maximo Elementary School dining area & stage	Power of Faith Ministry church services	10/06/13-03/30/13; 8:30am-11:30am 26	Facility Lease	\$7,752.68

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10203	Dixie Hollins High School teachers' cafeteria	St. Leo University informational meeting	10/01/13; 2:15pm-5:00pm 1	Facility Lease	\$60.50
10204	Thurgood Marshall Fundamental Middle School parking lot	St. Petersburg, City of parking (Care Fest Volunteers)	09/28/13; 7:30am-12:30pm 1	Additional Use Form	\$0.00
10205	Seminole Elementary School cafeteria	Girl Scouts Troop 700 weekly meetings	09/12/13-05/22/14; 2:45pm-4:30pm 35	Facility Lease	\$770.00
10206	James B. Sanderlin PK-8 School classroom	Dana Feldmeier HHC yoga instruction for students	10/07/13-12/16/13; 2:45pm-3:45pm 10	Facility Lease	\$363.80
10207	Madeira Beach Fundamental School gym	Madeira Beach, City of (Recreation Dept) mens basketball practice & games	09/26/13-12/19/13; 6:30pm-8:30pm 11	Additional Use Form	\$0.00
10208	Various - 8 Elementary Schools cafeteria	Boy Scouts of America Join Scout Night	09/12/13-09/19/13 3	Additional Use Form	\$176.00
10209	Madeira Beach Fundamental School middle school field	Madeira Beach, City of soccer practices/games	10/01/13-12/18/13; 6:00pm-8:30pm 43	Additional Use Form	\$0.00
10210	Lakeview Fundamental Elementary School classroom	Girl Scouts troop meetings	09/19/13-05/15/14; 2:30pm-3:30pm 17	Facility Lease	\$0.00 principal waived fees
10211	Seminole High School parking lot	Pinellas County Solid Waste Operations mobile collection event	09/21/13; 7:00am-4:0pm 1	Additional Use Form	\$0.00
10212	Clearwater High School classroom, driver's ed range	Safe2Drive safe driving classes	10/02/13-03/19/14; 5:30pm-10:30pm 22	Facility Lease	\$1,177.00 principal waived some fees

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10213	Oldsmar Elementary School classroom	Safety Harbor, City of (Neighborhood Family Center student tutoring	09/23/13-05/29/14; 2:30pm- 6:00pm TBD	Additional Use Form	\$0.00
10214	Countryside High School 12 classrooms	YMCA of the Suncoast staff training	09/21/13; 7:00am-12:30pm 1	Additional Use Form	\$1,019.00
10215	Garrison-Jones Elementary School multi-purpose room	PCCPTA Pioneer Day Carnival	11/09/13; 7:00am-4:00pm 1	Additional Use Form	\$819.00
10216	Seventy-Fourth Street Elementary School classroom	Child Evangelism Fellowship after school program	10/18/13-05/02/14; 3:00pm- 4:15pm 21	Facility Lease	\$714.00
10217	Seminole High School football stadium	Seminole High School Band Boosters Seminole Sounds Spectacular fundraiser	10/05/13; 11:30am-11:00pm 1	Facility Lease	\$1,269.00
10218	Career Academies of Seminole main building, restrooms, grassy area for parking	Seminole High School Band Boosters Seminole Sounds Spectacular fundraiser	10/05/13; 11:30am-11:00pm 1	Facility Lease	\$495.00
10219	Bauder Elementary School front lobby restrooms, back field, parking lots	Seminole High School Band Boosters Seminole Sounds Spectacular fundraiser	10/05/13; 11:30am-11:00pm 1	Facility Lease	\$372.00
10220	Administration Building parking lot located at the corner of 2nd Ave SW & Ridge Rd SW	Old Northwest Business Group staging for "Old Fashion Christmas Parade"	12/07/13; 1:30pm-4:30pm 1	Facility Lease	\$0.00
10221	Bardmoor Elementary School outside areas	PCCPTA fall festival	10/24/13; 4:30pm-7:30pm 1	Additional Use Form	\$0.00
10222	Dixie Hollins High School wrestling room	Rebel Wrestling Club wrestling practice	09/01/13-09/01/14; 4:00pm- 6:00pm 102	Facility Lease	\$873.12

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10223	Northeast High School stadium, band room, dining area, baseball field, courtyard	Northeast High School Band Boosters marching band competition	11/23/13; 5:00am-6:00pm 1	Facility Lease	\$1,931.00
10224	Plumb Elementary School P.E. Court, portable bathroom	PCCPTA haunted house build day	10/05/13; 8:00am-4:00pm 1	Additional Use Form	\$224.00
10225	Osceola Fundamental High School softball field	Clearwater Lady Bombers youth softball practice	09/25/13-12/11/13 12	Facility Lease	\$0.00
10226	Tarpon Springs High School stadium, band room, auditorium, cafeteria	Tarpon Springs Band Boosters Inc. outdoor music festival fundraiser	10/19/13; 10:00am-10:00pm 1	Facility Lease	\$456.00 principal waived all fees except plant operations
10227	Northeast High School classroom	123 College informational workshop for college planning	10/15/13 and 11/12/13; 6:00pm- 8:00pm 2	Facility Lease	\$68.48
10228	Northwest Elementary School classroom	Child Evangelism Fellowship after school club	10/16/13-04/30/14; 3:00pm- 4:15pm 25	Facility Lease	\$850.00
10229	North Shore Elementary School classroom	Child Evangelism Fellowship after school club	10/07/13-05/12/14; 2:35pm- 4:00pm 26	Facility Lease	\$884.00
10230	Palm Harbor Middle School gym	YMCA of the Suncoast basketball league	M-TH for total of 59 hours TBD	Additional Use Form	\$1,652.00
10231	Meadowlawn Middle School dining area & stage	St. Petersburg, City of NE Bandits homecoming	10/18/13; 5:30pm-10:30pm 1	Additional Use Form	\$125.00
10232	Dixie Hollins High School cafeteria, auditorium, band room, chorus room, classrooms in building one	Susan G. Coleman Breast Cancer Foundation emergency shelter for walkers	10/25/13-10/27/13; 5:00pm- 5:00pm 2	Facility Lease	\$0.00

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10233	McMullen Booth Elementary School art room	Bricks 4 Kidz after school program	11/18/13-12/16/13; 2:40pm-3:40pm 4	Facility Lease	\$154.08
10234	Highland Lakes Elementary School cafeteria	Boy Scouts of America join scouts night	09/26/13; 7:00pm 1	Additional Use Form	\$22.00
10235	Safety Harbor Elementary School auditorium	Enterprise High School graduation ceremony	12/19/13; 5:30pm-9:00pm 1	Facility Lease	\$0.00 charter school
10236	Northeast High School football stadium	Suncoast Youth Football Conference youth football championship games/cheerleading	11/23/13-11/24/13 2	Facility Lease	\$5,663.90
10237	Dunedin High School classrooms	Educational Testing Services SAT testing	10/05/13-06/07/14; 7:00am-2:30pm 7	Facility Lease	\$1,995.00
10238	Boca Ciega High School classrooms	Educational Testing Services SAT testing	10/05/13-06/07/14; 7:00am-3:00pm 7	Facility Lease	\$2,128.00
10239	Northeast High School classrooms	Educational Testing Services SAT testing	10/05/13-05/03/14; 6:30am-2:30pm 6	Facility Lease	\$1,824.00
10240	East Lake High School classrooms	Educational Testing Services SAT testing	10/05/13-06/07/14; 6:30am-2:30pm 7	Facility Lease	\$2,128.00
10241	Seminole High School auditorium	Educational Testing Services SAT testing	10/05/13-03/08/14; 7:00am-2:00pm 4	Facility Lease	\$1,064.00
10242	Osceola High School classrooms	Educational Testing Services SAT testing	10/05/13-06/07/14; 7:00am-3:00pm 7	Facility Lease	\$2,128.00

<i>Control#</i>	<i>School Facilities</i>	<i>Using Party Event Name</i>	<i>Dates and Times Number of Days</i>	<i>Type Of Form or Contract</i>	<i>Amount</i>
10243	Palm Harbor University High School classrooms	Educational Testing Services SAT testing	10/05/13-06/07/14; 7:00am-1:00pm 6	Facility Lease	\$1,368.00
10244	Palm Harbor University High School gym	Florida Storm youth wrestling tournament	10/05/13; 9:00am-3:00pm 1	Facility Lease	\$249.34
10245	Ozona Elementary School cafeteria, P.E. field	PCCPTA family fun night	10/11/13; 5:00pm-8:30pm 1	Additional Use Form	\$0.00

Summary of Cost Recovery for Fiscal-Quarter 1

Plant Operations and Other Personnel Charges: **\$155,974**

Rooms, Fields and Other Charges: **\$172,973**

Utility Surcharges: **\$20,415**

Sales Tax: **\$2,058**

Total Facility Fees Processed This Fiscal Quarter **\$351,420**

*Note: Sub-Accounts May Not Equal Total Because of Rounding.
Prepared by the Real Estate Department.*

11/12/13 10:30 AM

Regular School Board Meeting301 Fourth Street SW
Largo, FL 33770**Pinellas County
Schools****SCHEDULED****REQUEST FOR APPROVAL (ID # 4304)**

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of Agreement with Architectural Engineering, Inc. for Engineering and Contract Administration Services in Connection With the Installation of Site Lighting Systems at Seven (7) Schools, in the Amount of \$160,396

BACKGROUND:

Pursuant to Section 287.055 Florida Statutes, negotiations were conducted for engineering services in connection with the installation of site lighting systems at the following seven (7) schools: Azalea Elementary School (9160), Pinellas Park High School (9161), Dunedin High School (9162), Cypress Woods Elementary School (9163), Madeira Beach Fundamental School (9165), Tarpon Springs High School (9166), and pTEC-Clearwater Campus (9168). Existing site lighting at the facilities will be replaced with new energy efficient LED lighting. The new lighting will reduce energy costs, require less maintenance, and have a payback of approximately three (3) years. In addition the new lighting will provide even light distribution, eliminate light trespass to neighboring properties, and improve entrance lighting levels contributing to improved site safety and security.

The estimated cost of construction is \$2,177,888. The agreement is the result of negotiations with the Project Architect/Engineer. The cost of this agreement is \$160,396. A copy of the agreement is attached.

STRATEGIC DIRECTION: Learning in a Safe Environment

ALTERNATIVES:

1. Approve the agreement.
2. Do not approve the agreement.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

Approval of the agreement is necessary to proceed with the design.

IMPACT STATEMENT:

Construction Cost	\$0	
Construction Cost Sub-Total		\$0
Project Architect/Engineering Design Cost (PA/E)	\$160,396	
PA/E Sub-Total		\$160,396
Administrative/Planning Costs (Miscellaneous)	\$0	

Miscellaneous Sub-Total		\$0
Furniture, Equipment and Technology (FE & T)	\$0	
FE & T Sub-Total		\$0
Total Project Cost to Date		\$160,396
The source of this funding is District Capital Outlay School Tax.		

DATA SOURCE:

David Koperski, School Board Attorney
 Joe Maceda, Financial Reporting Analyst
 Bruce Stott, Senior Technical Projects Coordinator
 Ron McIlveen, Architectural Engineering, Inc.

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- Various Schools AGREEMENT (PDF)

AGREEMENT

THIS AGREEMENT, made and entered into this **12th day of November, 2013**, by and between THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, hereinafter referred to as the "Board" and **Architectural Engineering, Inc.** hereinafter referred to as the "Project Architect/Engineer" or the PA/E:

WITNESSETH

WHEREAS, the Board intends to install site lighting systems at **the following seven (7) schools: Azalea Elementary School (9160), Pinellas Park High School (9161), Dunedin High School (9162), Cypress Woods Elementary School (9163), Madeira Beach Fundamental School (9165), Tarpon Springs High School (9166), and pTEC Clearwater Campus (9168)**, hereinafter referred to as the "Project;" and

WHEREAS, the Board has estimated cost of construction is **\$2,177,888** for the Project; and

WHEREAS, the PA/E has been selected by the Board pursuant to Section 287.055, Florida Statutes (the Consultants' Competitive Negotiations Act, hereinafter referred to as "CCNA") to enter into negotiations to provide professional architectural/engineering services to the Board for this Project; and

WHEREAS, the PA/E certifies that he is properly licensed in the State of Florida and in Pinellas County to render the professional services required by this Agreement; and

WHEREAS, the Board has requested the PA/E to prepare Schematic, Preliminary and Construction Documents in accordance with the scope of the Project herein: entitled, installation of site lighting systems at the following seven (7) schools: Azalea Elementary (9160), Pinellas Park High (9161), Dunedin High (9162), Cypress Woods Elementary (9163), Madeira Beach Fundamental (9165), Tarpon Springs High (9166), and pTEC-Clearwater Campus (9168), and scheduled for approval by the Board on the **12th day of November, 2013**, and to provide

construction administration during the construction of the Project and cooperate with the Facilities Planning, Design and Construction Department.

NOW, THEREFORE, the Board and the PA/E, for the consideration hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

I. BASIC SERVICES. The PA/E's basic services shall comply with the Florida Building Code, applicable as of the date of this Agreement, and all supplemental rules issued thereto; the Project Program or Educational Specifications; and the Facilities Planning, Design and Construction Department's "Project Architect and Engineer's Handbook," (hereinafter referred to as the PA/E Handbook) in effect on the date of this Agreement. The PA/E shall follow the requirements of the PA/E Handbook and shall bear responsibility for same except for those specific instances in which he has protested to and received written approval from the Facilities Planning, Design and Construction Department for an exception. The Basic Services shall consist of four phases described in Articles I.A through I.D of this Agreement, unless otherwise expressly stated herein, and shall include, but not necessarily be limited to, normal architectural site design, architectural design, structural, mechanical and electrical engineering.

Architectural site design shall be defined for purposes of this Agreement as those services the PA/E would normally provide to designate paved and walkway areas, establish a building footprint, designate building floor elevations and spot elevations or contour lines of surrounding grades sufficient to indicate surface rain water run-off.

Civil engineering, except provided above as an architectural site design, will be considered as "additional services" as defined in Article II.

The PA/E shall prepare and file documents required for approval by governmental authorities having jurisdiction over the Project, except that under Basic Services the PA/E will not be required to serve as an expert witness at public hearings or legal proceedings, nor will the PA/E be required to prepare or file a Development of Regional Impact (DRI) study with the Tampa Bay Regional Planning Council, nor prepare detailed information for the Department of

Environmental Protection, (hereinafter referred to as the "DEP"), nor for the Southwest Florida Water Management District, nor local or other environmental agencies. Such services may be provided by the PA/E at the Board's request as an Additional Service. The PA/E shall, however, meet with the District Staff and make presentations to the Board as deemed necessary in the sole discretion of the Facilities Planning, Design and Construction Department as a part of the basic services.

A. Preliminary Design Phase II. The PA/E will prepare the Preliminary Design Phase II for submission to and approval by the Board. During this phase, the PA/E shall develop appropriate drawings and outline specifications and other documents as required by the PA/E Handbook to establish and describe the size and character of the entire Project with regard to the architectural site design, architectural, structural, mechanical and electrical systems, materials and other such elements as may be appropriate, and shall submit a refined statement of probable construction costs as defined by Article I.A.

B. Construction Document Phase III. The PA/E shall continue to investigate the existing conditions at the Project site after the Board approves the Preliminary Design Phase II submittal and shall make further minor adjustments to the scope or quality of the Project, as authorized by the Board in the previous submittals or by adjustments made to the budget for the Project. Based upon the approved Preliminary Design Phase II submittal as authorized by the Board, and in accordance with Facilities Planning, Design and Construction Department review requirements, the PA/E shall prepare for the Board and/or Department of Education (DOE) approval, the Construction Documents Phase III submittal consisting of final plans (drawings) and specifications setting forth in detail the requirements for the construction of the Project, as defined in the PA/E Handbook. The PA/E shall advise the Board of any adjustments to the previous statements of probable construction cost. The PA/E shall assist the Board in connection with the Board's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

C. Bidding Phase IV. The PA/E shall assist the Board in preparing necessary bidding forms and conditions of the Contract and the form of Agreement between the Board and the Construction Manager or Contractor shall convene, attend and conduct the prebid conference at the job site or any other place designated by the PA/E, and shall assist the Board in obtaining sufficient bids for the Project.

D. Construction Phase V. The construction phase will commence with the award of the Contract for construction. The PA/E will administer the construction contract by making periodic visits to the site at intervals appropriate to the progress of the construction (or otherwise agreed to by the PA/E in writing). The administration of the construction contract shall include but not be limited to the following:

1. convene, attend and conduct the preconstruction conference,
2. prepare and print minutes of all meetings and distribute to the appropriate parties,
3. provide special inspections required by the Facilities Planning, Design and Construction Department in accordance with the contract documents,
4. review shop drawings for compliance with contract documents,
5. attend job site meetings on a weekly or bi-monthly basis as dictated by the scope and size of the construction project,
6. review monthly or other periodic applications for payment by the Construction Manager or Contractor,
7. prepare change orders and/or field orders,
8. prepare punch lists, inspect completed work and edit punch lists as conditions warrant,
9. issue and sign Certificates of Substantial Completion,
10. issue and sign Certificates of Final Inspection,
11. review and approve project close-out documents.

The PA/E shall be the representative of the Board during the construction phase and shall advise and consult with the Board as to all phases of construction. Instructions from the Facilities Planning, Design and Construction Department or Board to the Construction Manager

or Contractor shall be forwarded through the PA/E. The PA/E shall have authority to act on behalf of the Board only to the extent provided for in the contract documents, unless otherwise modified by written mutual agreement. The PA/E shall visit the site at intervals appropriate to various stages of construction and become generally familiar with the progress and quality of the work performed by the Construction Manager or Contractor and determine and advise the Board whether the work is proceeding in accordance with the contract documents. The PA/E shall review, approve, or take other appropriate action upon the Construction Manager's or Contractor's submittal of documents, including, but not limited to, shop drawings, project data and samples, but only for compliance with the design concept of the work and with the information given in the contract documents. Such action by the PA/E shall be taken with reasonable promptness so as to cause no delay to the Project. The PA/E's approval of specific items shall not indicate approval of any assembly of which the item is a component. The PA/E shall certify the Construction Manager's or Contractor's monthly application for payment based upon the percentage of the construction completed at the Project in accordance with the plans and specifications. The PA/E shall determine the amounts owing to the Construction Manager or Contractor based on observations at the site. After evaluating the Construction Manager's or Contractor's application for payment, if the PA/E approves, the PA/E shall sign the certificate and forward it to the Facilities Planning, Design and Construction Department inspector. The failure of the PA/E to forward to the Board the completed submittal and all required back-up data, or if the certificate (or request for payment) is incorrectly prepared or contains arithmetic errors, the Board may reject the Construction Manager's or Contractor's pay application and return it to the PA/E without penalty to the Board because of delay or error.

The PA/E shall invite and include the Facilities Planning, Design and Construction Department to review meetings and to review inspections during the time when the Construction Manager's or Contractor's applications for payment are evaluated by the PA/E.

The PA/E shall provide appropriate administration of the Project including special

inspections and testing of materials and systems at Board expense that are included in the construction contract.

The PA/E shall prepare change orders and keep the Board (through the Office of the School Board Architect) informed monthly as to the progress and quality of the work and endeavor to guard the Board against defects and deficiencies in the work by the Construction Manager, Contractor or his subcontractors and material suppliers.

The PA/E shall conduct appropriate observations to determine the dates of substantial and final completion, receive and forward to the Board written warranties and documents required by the construction contract and certify the final certificate of payment in affidavit form, certifying that to the best of his knowledge the Project has been constructed according to the final plans and specifications, Florida Building Code, ADA and all other applicable codes, and that all mandatory requirements have been satisfied.

The PA/E shall have the authority and duty to reject work by the Construction Manager or Contractor which does not conform to the contract documents. If the PA/E observes faulty materials or workmanship at the Project, or if the PA/E observes the use of improper material or any work not being accomplished in a satisfactory manner by the Construction Manager, Contractor or subcontractors, the PA/E shall immediately notify the Construction Manager or Contractor and the Facilities Planning, Design and Construction Department.

Although the PA/E does not guarantee the performance of the construction contract, the PA/E shall, nevertheless, exercise due diligence to protect the Board against defects and deficiencies in the work and use of improper materials by the Construction Manager or Contractor and subcontractors.

After substantial completion of the work, the PA/E shall furnish the Board with a certified statement, in affidavit form, that in his professional opinion, the Project has been performed and completed according to the contract documents, Florida Building Code, ADA and all other applicable codes, and that all mandatory requirements have been satisfied.

The PA/E shall interpret the requirements of the construction contract documents. The

PA/E shall render such interpretations as are necessary with reasonable promptness when written request is made by the Board, Construction Manager or Contractor. The PA/E shall render written decisions, within seven (7) calendar days, on all claims, disputes and other matters questioned by the Construction Manager, Contractor or Facilities Planning, Design and Construction Department relating to the execution or progress of the work or the interpretation of the contract documents.

The PA/E shall diligently assist the Board in obtaining correct and accurate as-built or record drawings from the Construction Manager or Contractor.

In the event the Board, Facilities Planning, Design and Construction Department, Construction Manager or Contractor requests the PA/E to visit the Project after substantial completion is accepted by the Board or during the warranty periods, review or observations which are conducted in connection with punch lists or warranty issues shall not be considered Additional Services. However, in the event that the PA/E continues to provide contract administration, because of the failure of the Construction Manager or Contractor to complete the Project within 110% of the calendar days allotted for construction in the contract for construction and in subsequent change orders, after the original construction contract completion date and extensions have been approved and the cause of the delay is the Construction Manager's or Contractor's and is not attributable to the PA/E, the PA/E may request the Board to withhold from the Construction Manager's or Contractor's partial or final payment sufficient sums in order to compensate the PA/E for extended contract administration. If the PA/E certifies that he has provided such extended contract administration and the delay in construction is the fault of the Construction Manager or Contractor and is not attributable to the PA/E, the additional contract administration shall be regarded as Additional Services for which the PA/E shall be entitled to negotiate additional compensation based on an hourly rate.

E. In the event of a claim by the Construction Manager or Contractor based upon error, omission, act, or failure to act, or failure to act in a timely manner on the part of the PA/E, the PA/E shall be liable to the Owner to the extent the Owner is, in turn, obligated to the

Construction Manager or Contractor for these errors, omissions, acts, or failure to act, or failure to act in a timely fashion, together with costs, and reasonable attorney's fees, if any, incurred by the Owner as a result of such error, omissions, act, or failure to act or failure to timely act.

F. If the estimated construction budget (adjusted as provided in the third paragraph on page 1 of this Agreement) is exceeded by the Guaranteed Maximum Price (GMP), the Board shall have the option in the Board's best interest to:

1. give written approval of an increase in such fixed limit; or,
2. if the Project is abandoned, terminate in accordance with Paragraph X; or,
3. cooperate in revising the Project scope and/or quality and/or design as required to reduce the construction cost.

If the Board chooses to proceed under Paragraph F.3. above, the PA/E, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit established as a condition of this Agreement and/or subsequently approved by the Board. A full faith effort (as approved by the Owner) on the part of the PA/E in the modification of the Contract Documents shall be the limit of the PA/E's responsibility arising out of the original establishment of the fixed limit and/or as subsequently approved by the Board. The PA/E shall be entitled to compensation in accordance with this Agreement for all other services actually performed whether or not the Construction Phase is commenced, without considering work in this paragraph to be Additional Services.

II. ADDITIONAL ENGINEERING SERVICES. Additional services, if performed by the PA/E at the request of the Board, shall entitle the PA/E to additional compensation to be negotiated at the time that the Board requests such services. The following are considered additional services: detailed construction cost estimator, acoustician, landscape architect, site irrigation consultant, graphic design consultant, on-site civil engineering, off-site civil engineering, third bid proceeding, expert testimony, public hearing, legal proceedings (unless subpoenaed by the tribunal or a third party), full-time Project representative, program writing, special feasibility studies, evaluation of more than one site, master planning, bidding and

coordination of separate contracts, expanded services caused by fire or similar causes or the default of the Construction Manager, Contractor or Board making measured drawings, travel out-of-county requested by the Board, threshold building inspections as required by the Board and the law, Florida Energy Evaluation Technique (FLEET), development of regional impact study, applications to DEP, application to Southwest Florida Water Management District, making revisions inconsistent with prior Board approval, and other services not otherwise included in this Agreement. For further explanation of Additional Services, the PA/E shall refer to the PA/E's Handbook. Generally, if the Board requests Additional Services, the PA/E shall furnish such services requested with the fees to be negotiated between the PA/E and the Board. Under no circumstances will the principals of the PA/E and the principals of his consultants be paid a fee in excess of **\$125** per hour.

III. BOARD RESPONSIBILITIES. The Board shall provide a program (or Educational Specifications) which outlines its design objectives, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment and systems and site requirements.

The Board shall furnish, if necessary, a legal description and land survey of the site, and if applicable, grades and lines of the streets, alleys, pavements, adjoining property, rights-of-way, easements, boundaries and contours of the site, locations, dimensions and complete data pertaining to the existing buildings on the site, and, if necessary, site information as to trees and shrubs and such information as is necessary concerning available services and utility lines above and below grade, including inverts and depths.

The Board shall furnish information and render approvals and decisions as expeditiously as necessary for the orderly progress of the PA/E's services.

IV. COMPENSATION. The total payment for services will be **\$160,396** and is itemized as follows:

A. Payment for Basic Services. For the "Basic Services" to be performed pursuant to

this Agreement, the PA/E will be paid a fee of **\$160,396** to be paid periodically according to Article V of this Agreement.

B. Payment for Additional Services. The PA/E shall be entitled to additional compensation for those services which the PA/E agrees to perform set forth as follows:

There are no additional services identified with this project.

C. Reuse of Documents. Notwithstanding anything contained in this Agreement or any Document referenced herein to the contrary, the drawing, specifications and other documents prepared by the PA/E for this Project are instruments of the PA/E's service, but the drawings and specifications shall be owned by the Board. The PA/E shall assign to the Board all common law, statutory and other reserved rights, including the copyright. The Board shall be permitted to retain copies, including reproducible copies, of the PA/E's drawings, specifications and other documents for information and reference in connection with the Board's use and occupancy of the Project. The Board may reuse the drawings, specifications or other documents on other projects in accordance with Sec. 1013.45(4), F.S.

V. PAYMENT SCHEDULE. Compensation (the Basic Services fee) shall be paid to the PA/E based upon Article IV and shall be paid as follows and upon receipt of proper billing:

A. Preliminary Design Phase (Phase II):

1. 100% complete Phase II Documents.....(15%).....\$24,060
(Upon review and approval by the Facilities Planning, Design and Construction Department)

B. Construction Documents Phase (Phase III): Documents shall be submitted and payment will be due within 30 days of each submittal as follows:

1. 100% complete Phase III Documents (Upon DOE or Office of the School Board Architect's approval including satisfaction of the permit review mandatory's).....(50%).....\$80,198

C. 100% permit review Documents..... (10%).....\$16,039

D. Construction Phase (Phase V): During the construction phase of the Project, the PA/E will be paid the fee of (25%) \$40,099 to be paid periodically in proportion to the percentage of construction completed on the project.

VI. TIMELINE. Time is of the essence in performing the services required pursuant to this Agreement. The following time schedule shall govern the Project and Agreement, except to the extent waived by the Board or the Facilities Planning, Design and Construction Department in writing or otherwise expressly stated herein:

A. The Preliminary Design Phase II submittal for the Project shall be submitted to the Facilities Planning, Design and Construction Department on or before **thirty (30)** calendar days from the date of this Agreement.

B. Following approval of the Preliminary Design Phase II submittal by the Board, the Construction Documents Phase III 100% complete submittal shall be presented to the Facilities Planning, Design and Construction Department on or before **forty-five (45)** calendar days from approval of Phase II documents.

C. Any required revisions to a design phase to obtain State of Florida (DOE), Board, or Facilities Planning, Design and Construction Department approval shall extend the above timelines for a reasonable period of time in order to comply with the required revisions.

D. If major revisions to the final design phase documents are requested and made or the Board makes major revisions in the program scope or Educational Specifications, the parties shall negotiate a reasonable fee for such major revisions or changes.

VII. EXTRA COMPENSATION. The Board shall pay no fees, other than described above, to the PA/E unless authorized by the Board as follows:

A. If the scope of the Project or site is changed, the Board and the PA/E shall negotiate a reasonable fee based upon the probable estimated construction cost in changing the scope of the work and the approximate percentage of the estimated construction cost which was used to negotiate this Agreement if, and, as such may be applicable.

B. If the DOE or Board requires the PA/E to make major or costly changes to the Schematic, Preliminary or Construction Document Phase submittals, which changes are not caused by architectural or engineering error or oversight, the PA/E shall be paid to redesign for additional expenses in an amount agreed to by the parties. Under no circumstances will the

principals of the PA/E and the principals of his consultants be paid a fee in excess of **\$125** per hour.

VIII. DOCUMENTS. The Board will reimburse the PA/E for reproduction costs of plans and specifications as set forth in the PA/E Handbook.

IX. ASSIGNMENTS AND AMENDMENTS. Neither the PA/E nor the Board shall assign, sublet or transfer any interest in this Agreement without the consent of both parties. This Agreement may be amended only by written instrument signed by both the PA/E and the Superintendent of Schools, as approved by the Board.

X. TERMINATION. This Agreement may be terminated by either party upon seven (7) days' written notice by U. S. Certified Mail that the other party failed substantially to perform in accordance with the terms and conditions of this Agreement through no fault of the party initiating termination. This Agreement may be terminated without cause by either party upon thirty (30) days' written notice by U. S. Certified Mail. Termination of this Agreement may only be accomplished as provided herein. In the event this Agreement is terminated by the Board without cause, compensation shall be paid to the PA/E for all services performed to the date of termination. If terminated by the PA/E without cause, the PA/E shall be liable to the Board for direct and consequential damages resulting from the PA/E not completing the contract.

XI. COOPERATION WITH THE FACILITIES PLANNING, DESIGN AND CONSTRUCTION DEPARTMENT. The PA/E shall work in cooperation with the Facilities Planning, Design and Construction Department on all phases of the Project. The Facilities Planning, Design and Construction Department shall be the liaison between the Board and the PA/E, and whenever this Agreement requires the PA/E to tender any item, article or work product to the Board, such tender shall be accomplished upon timely presentation of such item or work product to the Facilities Planning, Design and Construction Department which shall include transmittal of each design phase submittal in order to present this submittal to the Board in accordance with Article VI. The PA/E shall rely on any written statement from the Facilities Planning, Design and Construction Department that the Board or Superintendent of the School

District has taken some action required or allowed by this Agreement. Questions of design, budget, construction, unforeseen problems and related matters shall be submitted to the Facilities Planning, Design and Construction Department for transmittal to the Board and/or the PA/E.

XII. PROHIBITION AGAINST CONTINGENT FEE. The PA/E warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the PA/E, to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the PA/E, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement (287.055, Florida Statutes). For a breach or violation of this provision, the Board shall have the right to terminate the Agreement without liability and, at its discretion, deduct from the Contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

XIII. TRUTH-IN-NEGOTIATION. The PA/E shall provide a truth-in-negotiation certificate stating that wages and other factual unit costs supporting the negotiated fee were accurate, complete and current at the execution of the Agreement. The Agreement price shall be adjusted to exclude any significant sums the Board determines inflated the Agreement price due to inaccurate, incomplete wage rates or noncurrent wage rates and other factual unit costs. All adjustments shall be made within one (1) year following issuance of a Certificate of Final Inspection and/or termination of this Agreement.

XIV. PROFESSIONAL LIABILITY INSURANCE. The Board will not purchase a blanket professional liability insurance policy to cover the PA/E and its consultants. It is the responsibility of the PA/E to provide, and PA/E will provide, liability insurance in the amount of \$1,000,000 with a \$25,000 deductible. The PA/E may provide more insurance and/or a lower deductible at his/her discretion.

XV. INDEMNITY AND LIMITATION OF THE PA/E'S LIABILITY TO THE BOARD. The

PA/E agrees to indemnify and hold harmless the Board from and against all claims, damages and related expenses including attorney fees arising out of the negligent acts, errors and omissions of the PA/E or its consultants on this project.

XVI. INABILITY TO FUND THE PROJECT. Upon written certification by the Board that the Project cannot be funded from the Board's budget, performance under this Agreement shall be suspended. In the event this Agreement is suspended as provided in this Article, compensation will be made to the PA/E for all services performed to the date on which the Board provides the PA/E with written certification of "lack of funding," and such compensation will be in complete satisfaction of any claim or right of action which the PA/E may possess for damages for non-performance by the Board of any executory term of this Agreement.

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IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the day and year first written.

THE SCHOOL BOARD OF PINELLAS
COUNTY, FLORIDA

By: _____
Carol J. Cook, Chairperson

Attest: _____
Michael A. Grego, Ed. D.
Superintendent

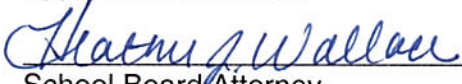
Architectural Engineering, Inc.
3442 East Lake Road, Suite 320
Palm Harbor, FL 34684

By: _____

Title: _____

print or type name

Approved as to Form:


School Board Attorney

SCHEDULED

REQUEST FOR APPROVAL (ID # 4305)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of Agreement with Engineering Matrix, Inc. for Engineering and Contract Administration Services in Connection With the Replacement of Ceilings and Lights Throughout the Facility, in the Amount of \$57,030 at pTEC Clearwater, Project No. 9159

BACKGROUND:

Pursuant to Section 287.055 Florida Statutes, negotiations were conducted for engineering services in connection with the replacement of ceilings and lights throughout the facility at pTEC Clearwater. Existing ceiling and lights are at the end of their useful life. T-12 lamps and magnetic ballasts will be replaced with energy efficient T-8 lamps and electronic ballasts. The new lamps and electronic ballasts will reduce energy costs, require less maintenance, and have a payback of approximately three (3) years.

The estimated cost of the project is \$1,650,000. The agreement is the result of negotiations with the Project Architect/Engineer. The cost of this agreement is \$57,030. A copy of the agreement is attached.

STRATEGIC DIRECTION: Learning in a Safe Environment

ALTERNATIVES:

1. Approve the agreement.
2. Do not approve the agreement.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

Approval of the agreement is necessary to proceed with the design at pTEC Clearwater.

IMPACT STATEMENT:

Construction Cost	\$0	
Construction Cost Sub-Total		\$0
Project Architect/Engineering Design Cost (PA/E)	\$57,030	
PA/E Sub-Total		\$57,030
Administrative/Planning Costs (Miscellaneous)	\$0	
Miscellaneous Sub-Total		\$0
Furniture, Equipment and Technology (FE & T)	\$0	

FE & T Sub-Total		\$0
Total Project Cost to Date		\$57,030
The source of this funding is District Capital Outlay School Tax.		

DATA SOURCE:

David Koperski, School Board Attorney
 Joe Maceda, Financial Reporting Analyst
 Bruce Stott, Senior Technical Projects Coordinator
 Stanley Newton, Engineering Matrix, Inc.

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- pTEC Clearwater PAE AGREEMENT (PDF)

AGREEMENT

THIS AGREEMENT, made and entered into this **12th day of November, 2013**, by and between THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, hereinafter referred to as the "Board" and **Engineering Matrix, Inc.** hereinafter referred to as the "Project Architect/Engineer" or the PA/E:

WITNESSETH

WHEREAS, the Board intends to replace the ceilings and lights throughout the facility at **pTEC Clearwater, Project No. 9159**, hereinafter referred to as the "Project;" and

WHEREAS, the Board has established an estimated total cost of **\$1,650,000** for the Project; and

WHEREAS, the PA/E has been selected by the Board pursuant to Section 287.055, Florida Statutes (the Consultants' Competitive Negotiations Act, hereinafter referred to as "CCNA") to enter into negotiations to provide professional architectural/engineering services to the Board for this Project; and

WHEREAS, the PA/E certifies that he is properly licensed in the State of Florida and in Pinellas County to render the professional services required by this Agreement; and

WHEREAS, the Board has requested the PA/E to prepare Schematic, Preliminary and Construction Documents in accordance with the scope of the Project herein: entitled, replacement of ceilings and lights throughout entire facility at **pTEC Clearwater, Project No. 9159**, and scheduled for approval by the Board on the **12th day of November, 2013**, and to provide construction administration during the construction of the Project and cooperate with the Facilities Planning, Design and Construction Department.

NOW, THEREFORE, the Board and the PA/E, for the consideration hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

I. BASIC SERVICES. The PA/E's basic services shall comply with the Florida Building
Rev. 03/08/10

Code, applicable as of the date of this Agreement, and all supplemental rules issued thereto; the Project Program or Educational Specifications; and the Facilities Planning, Design and Construction Department's "Project Architect and Engineer's Handbook," (hereinafter referred to as the PA/E Handbook) in effect on the date of this Agreement. The PA/E shall follow the requirements of the PA/E Handbook and shall bear responsibility for same except for those specific instances in which he has protested to and received written approval from the Facilities Planning, Design and Construction Department for an exception. The Basic Services shall consist of four phases described in Articles I.A through I.D of this Agreement, unless otherwise expressly stated herein, and shall include, but not necessarily be limited to, normal architectural site design, architectural design, structural, mechanical and electrical engineering.

Architectural site design shall be defined for purposes of this Agreement as those services the PA/E would normally provide to designate paved and walkway areas, establish a building footprint, designate building floor elevations and spot elevations or contour lines of surrounding grades sufficient to indicate surface rain water run-off.

Civil engineering, except provided above as an architectural site design, will be considered as "additional services" as defined in Article II.

The PA/E shall prepare and file documents required for approval by governmental authorities having jurisdiction over the Project, except that under Basic Services the PA/E will not be required to serve as an expert witness at public hearings or legal proceedings, nor will the PA/E be required to prepare or file a Development of Regional Impact (DRI) study with the Tampa Bay Regional Planning Council, nor prepare detailed information for the Department of Environmental Protection, (hereinafter referred to as the "DEP"), nor for the Southwest Florida Water Management District, nor local or other environmental agencies. Such services may be provided by the PA/E at the Board's request as an Additional Service. The PA/E shall, however, meet with the District Staff and make presentations to the Board as deemed necessary in the sole discretion of the Facilities Planning, Design and Construction Department as a part of the basic services.

A. Preliminary Design Phase II. The PA/E will prepare the Preliminary Design Phase II for submission to and approval by the Board. During this phase, the PA/E shall develop appropriate drawings and outline specifications and other documents as required by the PA/E Handbook to establish and describe the size and character of the entire Project with regard to the architectural site design, architectural, structural, mechanical and electrical systems, materials and other such elements as may be appropriate, and shall submit a refined statement of probable construction costs as defined by Article I.A.

B. Construction Document Phase III. The PA/E shall continue to investigate the existing conditions at the Project site after the Board approves the Preliminary Design Phase II submittal and shall make further minor adjustments to the scope or quality of the Project, as authorized by the Board in the previous submittals or by adjustments made to the budget for the Project. Based upon the approved Preliminary Design Phase II submittal as authorized by the Board, and in accordance with Facilities Planning, Design and Construction Department review requirements, the PA/E shall prepare for the Board and/or Department of Education (DOE) approval, the Construction Documents Phase III submittal consisting of final plans (drawings) and specifications setting forth in detail the requirements for the construction of the Project, as defined in the PA/E Handbook. The PA/E shall advise the Board of any adjustments to the previous statements of probable construction cost. The PA/E shall assist the Board in connection with the Board's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

C. Bidding Phase IV. The PA/E shall assist the Board in preparing necessary bidding forms and conditions of the Contract and the form of Agreement between the Board and the Construction Manager or Contractor shall convene, attend and conduct the prebid conference at the job site or any other place designated by the PA/E, and shall assist the Board in obtaining sufficient bids for the Project.

D. Construction Phase V. The construction phase will commence with the award of the Contract for construction. The PA/E will administer the construction contract by making periodic

visits to the site at intervals appropriate to the progress of the construction (or otherwise agreed to by the PA/E in writing). The administration of the construction contract shall include but not be limited to the following:

1. convene, attend and conduct the preconstruction conference,
2. prepare and print minutes of all meetings and distribute to the appropriate parties,
3. provide special inspections required by the Facilities Planning, Design and Construction Department in accordance with the contract documents,
4. review shop drawings for compliance with contract documents,
5. attend job site meetings on a weekly or bi-monthly basis as dictated by the scope and size of the construction project,
6. review monthly or other periodic applications for payment by the Construction Manager or Contractor,
7. prepare change orders and/or field orders,
8. prepare punch lists, inspect completed work and edit punch lists as conditions warrant,
9. issue and sign Certificates of Substantial Completion,
10. issue and sign Certificates of Final Inspection,
11. review and approve project close-out documents.

The PA/E shall be the representative of the Board during the construction phase and shall advise and consult with the Board as to all phases of construction. Instructions from the Facilities Planning, Design and Construction Department or Board to the Construction Manager or Contractor shall be forwarded through the PA/E. The PA/E shall have authority to act on behalf of the Board only to the extent provided for in the contract documents, unless otherwise modified by written mutual agreement. The PA/E shall visit the site at intervals appropriate to various stages of construction and become generally familiar with the progress and quality of the work performed by the Construction Manager or Contractor and determine and advise the Board whether the work is proceeding in accordance with the contract documents. The PA/E shall review, approve, or take other appropriate action upon the Construction Manager's or

Contractor's submittal of documents, including, but not limited to, shop drawings, project data and samples, but only for compliance with the design concept of the work and with the information given in the contract documents. Such action by the PA/E shall be taken with reasonable promptness so as to cause no delay to the Project. The PA/E's approval of specific items shall not indicate approval of any assembly of which the item is a component. The PA/E shall certify the Construction Manager's or Contractor's monthly application for payment based upon the percentage of the construction completed at the Project in accordance with the plans and specifications. The PA/E shall determine the amounts owing to the Construction Manager or Contractor based on observations at the site. After evaluating the Construction Manager's or Contractor's application for payment, if the PA/E approves, the PA/E shall sign the certificate and forward it to the Facilities Planning, Design and Construction Department inspector. The failure of the PA/E to forward to the Board the completed submittal and all required back-up data, or if the certificate (or request for payment) is incorrectly prepared or contains arithmetic errors, the Board may reject the Construction Manager's or Contractor's pay application and return it to the PA/E without penalty to the Board because of delay or error.

The PA/E shall invite and include the Facilities Planning, Design and Construction Department to review meetings and to review inspections during the time when the Construction Manager's or Contractor's applications for payment are evaluated by the PA/E.

The PA/E shall provide appropriate administration of the Project including special inspections and testing of materials and systems at Board expense that are included in the construction contract.

The PA/E shall prepare change orders and keep the Board (through the Office of the School Board Architect) informed monthly as to the progress and quality of the work and endeavor to guard the Board against defects and deficiencies in the work by the Construction Manager, Contractor or his subcontractors and material suppliers.

The PA/E shall conduct appropriate observations to determine the dates of substantial

and final completion, receive and forward to the Board written warranties and documents required by the construction contract and certify the final certificate of payment in affidavit form, certifying that to the best of his knowledge the Project has been constructed according to the final plans and specifications, Florida Building Code, ADA and all other applicable codes, and that all mandatory requirements have been satisfied.

The PA/E shall have the authority and duty to reject work by the Construction Manager or Contractor which does not conform to the contract documents. If the PA/E observes faulty materials or workmanship at the Project, or if the PA/E observes the use of improper material or any work not being accomplished in a satisfactory manner by the Construction Manager, Contractor or subcontractors, the PA/E shall immediately notify the Construction Manager or Contractor and the Facilities Planning, Design and Construction Department.

Although the PA/E does not guarantee the performance of the construction contract, the PA/E shall, nevertheless, exercise due diligence to protect the Board against defects and deficiencies in the work and use of improper materials by the Construction Manager or Contractor and subcontractors.

After substantial completion of the work, the PA/E shall furnish the Board with a certified statement, in affidavit form, that in his professional opinion, the Project has been performed and completed according to the contract documents, Florida Building Code, ADA and all other applicable codes, and that all mandatory requirements have been satisfied.

The PA/E shall interpret the requirements of the construction contract documents. The PA/E shall render such interpretations as are necessary with reasonable promptness when written request is made by the Board, Construction Manager or Contractor. The PA/E shall render written decisions, within seven (7) calendar days, on all claims, disputes and other matters questioned by the Construction Manager, Contractor or Facilities Planning, Design and Construction Department relating to the execution or progress of the work or the interpretation of the contract documents.

The PA/E shall diligently assist the Board in obtaining correct and accurate as-built or

record drawings from the Construction Manager or Contractor.

In the event the Board, Facilities Planning, Design and Construction Department, Construction Manager or Contractor requests the PA/E to visit the Project after substantial completion is accepted by the Board or during the warranty periods, review or observations which are conducted in connection with punch lists or warranty issues shall not be considered Additional Services. However, in the event that the PA/E continues to provide contract administration, because of the failure of the Construction Manager or Contractor to complete the Project within 110% of the calendar days allotted for construction in the contract for construction and in subsequent change orders, after the original construction contract completion date and extensions have been approved and the cause of the delay is the Construction Manager's or Contractor's and is not attributable to the PA/E, the PA/E may request the Board to withhold from the Construction Manager's or Contractor's partial or final payment sufficient sums in order to compensate the PA/E for extended contract administration. If the PA/E certifies that he has provided such extended contract administration and the delay in construction is the fault of the Construction Manager or Contractor and is not attributable to the PA/E, the additional contract administration shall be regarded as Additional Services for which the PA/E shall be entitled to negotiate additional compensation based on an hourly rate.

E. In the event of a claim by the Construction Manager or Contractor based upon error, omission, act, or failure to act, or failure to act in a timely manner on the part of the PA/E, the PA/E shall be liable to the Owner to the extent the Owner is, in turn, obligated to the Construction Manager or Contractor for these errors, omissions, acts, or failure to act, or failure to act in a timely fashion, together with costs, and reasonable attorney's fees, if any, incurred by the Owner as a result of such error, omissions, act, or failure to act or failure to timely act.

F. If the estimated construction budget (adjusted as provided in the third paragraph on page 1 of this Agreement) is exceeded by the Guaranteed Maximum Price (GMP), the Board shall have the option in the Board's best interest to:

1. give written approval of an increase in such fixed limit; or,

2. if the Project is abandoned, terminate in accordance with Paragraph X; or,
3. cooperate in revising the Project scope and/or quality and/or design as required to reduce the construction cost.

If the Board chooses to proceed under Paragraph F.3. above, the PA/E, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit established as a condition of this Agreement and/or subsequently approved by the Board. A full faith effort (as approved by the Owner) on the part of the PA/E in the modification of the Contract Documents shall be the limit of the PA/E's responsibility arising out of the original establishment of the fixed limit and/or as subsequently approved by the Board. The PA/E shall be entitled to compensation in accordance with this Agreement for all other services actually performed whether or not the Construction Phase is commenced, without considering work in this paragraph to be Additional Services.

II. ADDITIONAL ENGINEERING SERVICES. Additional services, if performed by the PA/E at the request of the Board, shall entitle the PA/E to additional compensation to be negotiated at the time that the Board requests such services. The following are considered additional services: detailed construction cost estimator, acoustician, landscape architect, site irrigation consultant, graphic design consultant, on-site civil engineering, off-site civil engineering, third bid proceeding, expert testimony, public hearing, legal proceedings (unless subpoenaed by the tribunal or a third party), full-time Project representative, program writing, special feasibility studies, evaluation of more than one site, master planning, bidding and coordination of separate contracts, expanded services caused by fire or similar causes or the default of the Construction Manager, Contractor or Board making measured drawings, travel out-of-county requested by the Board, threshold building inspections as required by the Board and the law, Florida Energy Evaluation Technique (FLEET), development of regional impact study, applications to DEP, application to Southwest Florida Water Management District, making revisions inconsistent with prior Board approval, and other services not otherwise included in this Agreement. For further explanation of Additional Services, the PA/E shall refer to the PA/E's Handbook. Generally, if the Board requests Additional Services, the PA/E shall

furnish such services requested with the fees to be negotiated between the PA/E and the Board. Under no circumstances will the principals of the PA/E and the principals of his consultants be paid a fee in excess of **\$125** per hour.

III. BOARD RESPONSIBILITIES. The Board shall provide a program (or Educational Specifications) which outlines its design objectives, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment and systems and site requirements.

The Board shall furnish, if necessary, a legal description and land survey of the site, and if applicable, grades and lines of the streets, alleys, pavements, adjoining property, rights-of-way, easements, boundaries and contours of the site, locations, dimensions and complete data pertaining to the existing buildings on the site, and, if necessary, site information as to trees and shrubs and such information as is necessary concerning available services and utility lines above and below grade, including inverts and depths.

The Board shall furnish information and render approvals and decisions as expeditiously as necessary for the orderly progress of the PA/E's services.

IV. COMPENSATION. The total payment for services will be **\$57,030** and is itemized as follows:

A. Payment for Basic Services. For the "Basic Services" to be performed pursuant to this Agreement, the PA/E will be paid a fee of **\$57,030** to be paid periodically according to Article V of this Agreement.

B. Payment for Additional Services. The PA/E shall be entitled to additional compensation for those services which the PA/E agrees to perform set forth as follows:

There are no additional services identified with this project.

C. Reuse of Documents. Notwithstanding anything contained in this Agreement or any Document referenced herein to the contrary, the drawing, specifications and other documents prepared by the PA/E for this Project are instruments of the PA/E's service, but the drawings and specifications shall be owned by the Board. The PA/E shall assign to the Board all

common law, statutory and other reserved rights, including the copyright. The Board shall be permitted to retain copies, including reproducible copies, of the PA/E's drawings, specifications and other documents for information and reference in connection with the Board's use and occupancy of the Project. The Board may reuse the drawings, specifications or other documents on other projects in accordance with Sec. 1013.45(4), F.S.

V. PAYMENT SCHEDULE. Compensation (the Basic Services fee) shall be paid to the PA/E based upon Article IV and shall be paid as follows and upon receipt of proper billing:

A. Preliminary Design Phase (Phase II):

1. 100% complete Phase II Documents.....(15%).....\$8,555
(Upon review and approval by the Facilities Planning, Design and Construction Department)

B. Construction Documents Phase (Phase III): Documents shall be submitted and payment will be due within 30 days of each submittal as follows:

1. 100% complete Phase III Documents (Upon DOE or Office of the School Board Architect's approval including satisfaction of the permit review mandatory's).....(50%).....\$28,515

C. 100% permit review Documents..... (10%).....\$5,703

D. Construction Phase (Phase V): During the construction phase of the Project, the PA/E will be paid the fee of (25%) \$14,257 to be paid periodically in proportion to the percentage of construction completed on the project.

VI. TIMELINE. Time is of the essence in performing the services required pursuant to this Agreement. The following time schedule shall govern the Project and Agreement, except to the extent waived by the Board or the Facilities Planning, Design and Construction Department in writing or otherwise expressly stated herein:

A. The Preliminary Design Phase II submittal for the Project shall be submitted to the Facilities Planning, Design and Construction Department on or before **thirty (30)** calendar days from the date of this Agreement for submittal to the Board.

B. Following approval of the Preliminary Design Phase II submittal by the Board, the

Construction Documents Phase III 100% complete submittal shall be presented to the Facilities Planning, Design and Construction Department on or before **forty-five (45)** calendar days from approval of Phase II documents for submittal to the Board.

C. Any required revisions to a design phase to obtain State of Florida (DOE), Board, or Facilities Planning, Design and Construction Department approval shall extend the above timelines for a reasonable period of time in order to comply with the required revisions.

D. If major revisions to the final design phase documents are requested and made or the Board makes major revisions in the program scope or Educational Specifications, the parties shall negotiate a reasonable fee for such major revisions or changes.

VII. EXTRA COMPENSATION. The Board shall pay no fees, other than described above, to the PA/E unless authorized by the Board as follows:

A. If the scope of the Project or site is changed, the Board and the PA/E shall negotiate a reasonable fee based upon the probable estimated construction cost in changing the scope of the work and the approximate percentage of the estimated construction cost which was used to negotiate this Agreement if, and, as such may be applicable.

B. If the DOE or Board requires the PA/E to make major or costly changes to the Schematic, Preliminary or Construction Document Phase submittals, which changes are not caused by architectural or engineering error or oversight, the PA/E shall be paid to redesign for additional expenses in an amount agreed to by the parties. Under no circumstances will the principals of the PA/E and the principals of his consultants be paid a fee in excess of **\$125** per hour.

VIII. DOCUMENTS. The Board will reimburse the PA/E for reproduction costs of plans and specifications as set forth in the PA/E Handbook.

IX. ASSIGNMENTS AND AMENDMENTS. Neither the PA/E nor the Board shall assign, sublet or transfer any interest in this Agreement without the consent of both parties. This Agreement may be amended only by written instrument signed by both the PA/E and the Superintendent of Schools, as approved by the Board.

X. TERMINATION. This Agreement may be terminated by either party upon seven (7) days' written notice by U. S. Certified Mail that the other party failed substantially to perform in accordance with the terms and conditions of this Agreement through no fault of the party initiating termination. This Agreement may be terminated without cause by either party upon thirty (30) days' written notice by U. S. Certified Mail. Termination of this Agreement may only be accomplished as provided herein. In the event this Agreement is terminated by the Board without cause, compensation shall be paid to the PA/E for all services performed to the date of termination. If terminated by the PA/E without cause, the PA/E shall be liable to the Board for direct and consequential damages resulting from the PA/E not completing the contract.

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XII. PROHIBITION AGAINST CONTINGENT FEE. The PA/E warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the PA/E, to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely

for the PA/E, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement (287.055, Florida Statutes). For a breach or violation of this provision, the Board shall have the right to terminate the Agreement without liability and, at its discretion, deduct from the Contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

XIII. TRUTH-IN-NEGOTIATION. The PA/E shall provide a truth-in-negotiation certificate stating that wages and other factual unit costs supporting the negotiated fee were accurate, complete and current at the execution of the Agreement. The Agreement price shall be adjusted to exclude any significant sums the Board determines inflated the Agreement price due to inaccurate, incomplete wage rates or noncurrent wage rates and other factual unit costs. All adjustments shall be made within one (1) year following issuance of a Certificate of Final Inspection and/or termination of this Agreement.

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XV. INDEMNITY AND LIMITATION OF THE PA/E'S LIABILITY TO THE BOARD. The PA/E agrees to indemnify and hold harmless the Board from and against all claims, damages and related expenses including attorney fees arising out of the negligent acts, errors and omissions of the PA/E or its consultants on this project.

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will be in complete satisfaction of any claim or right of action which the PA/E may possess for damages for non-performance by the Board of any executory term of this Agreement.

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IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the day and year first written.

THE SCHOOL BOARD OF PINELLAS
COUNTY, FLORIDA

By: _____
Carol J. Cook, Chairperson

Attest: _____
Michael A. Grego, Ed. D.
Superintendent

Engineering Matrix, Inc.
2860 Scherer Drive, Suite 640
St. Petersburg, FL 33716

By: _____

Title: _____

print or type name

Approved as to Form:

Heather J. Waller
School Board Attorney

Attachment: pTEC Clearwater PAE AGREEMENT (4305 : Agreement with Engineering Matrix - pTEC Clearwater)

11/12/13 10:30 AM

Regular School Board Meeting301 Fourth Street SW
Largo, FL 33770**Pinellas County
Schools****SCHEDULED****REQUEST FOR APPROVAL (ID # 4307)**

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of Agreement with Engineering Matrix, Inc. for Engineering and Contract Administration Services in Connection With the Replacement of Ceilings and Lights in the Classrooms, Administration and Cafeteria, in the Amount of \$42,010 at Woodlawn Elementary School, Project No. 9153

BACKGROUND:

Pursuant to Section 287.055 Florida Statutes, negotiations were conducted for Engineering services in connection with the replacement of ceilings and lights in the classrooms, administration and cafeteria at Woodlawn Elementary School. Existing ceiling and lights are at the end of their useful life. T-12 lamps and magnetic ballasts will be replaced with energy efficient T-8 lamps and electronic ballasts. The new lamps and electronic ballasts will reduce energy costs, require less maintenance, and have a payback of approximately three (3) years.

The estimated cost of the project is \$800,000. The agreement is the result of negotiations with the Project Architect/Engineer. The cost of this agreement is \$42,010. A copy of the agreement is attached.

STRATEGIC DIRECTION: Learning in a Safe Environment

ALTERNATIVES:

1. Approve the agreement.
2. Do not approve the agreement.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

Approval of the agreement is necessary to proceed with the design at Woodlawn Elementary School.

IMPACT STATEMENT:

Construction Cost	\$0	
Construction Cost Sub-Total		\$0
Project Architect/Engineering Design Cost (PA/E)	\$42,010	
PA/E Sub-Total		\$42,010
Administrative/Planning Costs (Miscellaneous)	\$0	
Miscellaneous Sub-Total		\$0
Furniture, Equipment and Technology (FE & T)	\$0	
FE & T Sub-Total		\$0

Total Project Cost to Date	\$42,010
The source of this funding is District Capital Outlay School Tax.	

DATA SOURCE:

David Koperski, School Board Attorney
Joe Maceda, Financial Reporting Analyst
Bruce Stott, Senior Technical Projects Coordinator
Stanley Newton, Engineering Matrix, Inc.

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- Woodlawn EL PAE 9153 AGREEMENT (PDF)

AGREEMENT

THIS AGREEMENT, made and entered into this **12th day of November, 2013**, by and between THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, hereinafter referred to as the "Board" and **Engineering Matrix, Inc.** hereinafter referred to as the "Project Architect/Engineer" or the PA/E:

WITNESSETH

WHEREAS, the Board intends to replace the ceilings and lights in the classrooms, administration and cafeteria at **Woodlawn Elementary School, Project No. 9153**, hereinafter referred to as the "Project;" and

WHEREAS, the Board has established an estimated total cost of **\$800,000** for the Project; and

WHEREAS, the PA/E has been selected by the Board pursuant to Section 287.055, Florida Statutes (the Consultants' Competitive Negotiations Act, hereinafter referred to as "CCNA") to enter into negotiations to provide professional architectural/engineering services to the Board for this Project; and

WHEREAS, the PA/E certifies that he is properly licensed in the State of Florida and in Pinellas County to render the professional services required by this Agreement; and

WHEREAS, the Board has requested the PA/E to prepare Schematic, Preliminary and Construction Documents in accordance with the scope of the Project herein: entitled, replace the ceilings and lights in the classrooms, administration and cafeteria at **Woodlawn Elementary School, Project No. 9153**, and scheduled for approval by the Board on the **12th day of November, 2013**, and to provide construction administration during the construction of the Project and cooperate with the Facilities Planning, Design and Construction Department.

NOW, THEREFORE, the Board and the PA/E, for the consideration hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

Rev. 03/08/10

Attachment: Woodlawn EL PAE 9153 AGREEMENT (4307 : Agreement with Engineering Matrix - Woodlawn Elementary)

I. BASIC SERVICES. The PA/E's basic services shall comply with the Florida Building Code, applicable as of the date of this Agreement, and all supplemental rules issued thereto; the Project Program or Educational Specifications; and the Facilities Planning, Design and Construction Department's "Project Architect and Engineer's Handbook," (hereinafter referred to as the PA/E Handbook) in effect on the date of this Agreement. The PA/E shall follow the requirements of the PA/E Handbook and shall bear responsibility for same except for those specific instances in which he has protested to and received written approval from the Facilities Planning, Design and Construction Department for an exception. The Basic Services shall consist of four phases described in Articles I.A through I.D of this Agreement, unless otherwise expressly stated herein, and shall include, but not necessarily be limited to, normal architectural site design, architectural design, structural, mechanical and electrical engineering.

Architectural site design shall be defined for purposes of this Agreement as those services the PA/E would normally provide to designate paved and walkway areas, establish a building footprint, designate building floor elevations and spot elevations or contour lines of surrounding grades sufficient to indicate surface rain water run-off.

Civil engineering, except provided above as an architectural site design, will be considered as "additional services" as defined in Article II.

The PA/E shall prepare and file documents required for approval by governmental authorities having jurisdiction over the Project, except that under Basic Services the PA/E will not be required to serve as an expert witness at public hearings or legal proceedings, nor will the PA/E be required to prepare or file a Development of Regional Impact (DRI) study with the Tampa Bay Regional Planning Council, nor prepare detailed information for the Department of Environmental Protection, (hereinafter referred to as the "DEP"), nor for the Southwest Florida Water Management District, nor local or other environmental agencies. Such services may be provided by the PA/E at the Board's request as an Additional Service. The PA/E shall, however, meet with the District Staff and make presentations to the Board as deemed necessary in the

sole discretion of the Facilities Planning, Design and Construction Department as a part of the basic services.

A. Preliminary Design Phase II. The PA/E will prepare the Preliminary Design Phase II for submission to and approval by the Board. During this phase, the PA/E shall develop appropriate drawings and outline specifications and other documents as required by the PA/E Handbook to establish and describe the size and character of the entire Project with regard to the architectural site design, architectural, structural, mechanical and electrical systems, materials and other such elements as may be appropriate, and shall submit a refined statement of probable construction costs as defined by Article I.A.

B. Construction Document Phase III. The PA/E shall continue to investigate the existing conditions at the Project site after the Board approves the Preliminary Design Phase II submittal and shall make further minor adjustments to the scope or quality of the Project, as authorized by the Board in the previous submittals or by adjustments made to the budget for the Project. Based upon the approved Preliminary Design Phase II submittal as authorized by the Board, and in accordance with Facilities Planning, Design and Construction Department review requirements, the PA/E shall prepare for the Board and/or Department of Education (DOE) approval, the Construction Documents Phase III submittal consisting of final plans (drawings) and specifications setting forth in detail the requirements for the construction of the Project, as defined in the PA/E Handbook. The PA/E shall advise the Board of any adjustments to the previous statements of probable construction cost. The PA/E shall assist the Board in connection with the Board's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

C. Bidding Phase IV. The PA/E shall assist the Board in preparing necessary bidding forms and conditions of the Contract and the form of Agreement between the Board and the Construction Manager or Contractor shall convene, attend and conduct the prebid conference at the job site or any other place designated by the PA/E, and shall assist the Board in obtaining sufficient bids for the Project.

D. Construction Phase V. The construction phase will commence with the award of the Contract for construction. The PA/E will administer the construction contract by making periodic visits to the site at intervals appropriate to the progress of the construction (or otherwise agreed to by the PA/E in writing). The administration of the construction contract shall include but not be limited to the following:

1. convene, attend and conduct the preconstruction conference,
2. prepare and print minutes of all meetings and distribute to the appropriate parties,
3. provide special inspections required by the Facilities Planning, Design and Construction Department in accordance with the contract documents,
4. review shop drawings for compliance with contract documents,
5. attend job site meetings on a weekly or bi-monthly basis as dictated by the scope and size of the construction project,
6. review monthly or other periodic applications for payment by the Construction Manager or Contractor,
7. prepare change orders and/or field orders,
8. prepare punch lists, inspect completed work and edit punch lists as conditions warrant,
9. issue and sign Certificates of Substantial Completion,
10. issue and sign Certificates of Final Inspection,
11. review and approve project close-out documents.

The PA/E shall be the representative of the Board during the construction phase and shall advise and consult with the Board as to all phases of construction. Instructions from the Facilities Planning, Design and Construction Department or Board to the Construction Manager or Contractor shall be forwarded through the PA/E. The PA/E shall have authority to act on behalf of the Board only to the extent provided for in the contract documents, unless otherwise modified by written mutual agreement. The PA/E shall visit the site at intervals appropriate to various stages of construction and become generally familiar with the progress and quality of the work performed by the Construction Manager or Contractor and determine and advise the

Board whether the work is proceeding in accordance with the contract documents. The PA/E shall review, approve, or take other appropriate action upon the Construction Manager's or Contractor's submittal of documents, including, but not limited to, shop drawings, project data and samples, but only for compliance with the design concept of the work and with the information given in the contract documents. Such action by the PA/E shall be taken with reasonable promptness so as to cause no delay to the Project. The PA/E's approval of specific items shall not indicate approval of any assembly of which the item is a component. The PA/E shall certify the Construction Manager's or Contractor's monthly application for payment based upon the percentage of the construction completed at the Project in accordance with the plans and specifications. The PA/E shall determine the amounts owing to the Construction Manager or Contractor based on observations at the site. After evaluating the Construction Manager's or Contractor's application for payment, if the PA/E approves, the PA/E shall sign the certificate and forward it to the Facilities Planning, Design and Construction Department inspector. The failure of the PA/E to forward to the Board the completed submittal and all required back-up data, or if the certificate (or request for payment) is incorrectly prepared or contains arithmetic errors, the Board may reject the Construction Manager's or Contractor's pay application and return it to the PA/E without penalty to the Board because of delay or error.

The PA/E shall invite and include the Facilities Planning, Design and Construction Department to review meetings and to review inspections during the time when the Construction Manager's or Contractor's applications for payment are evaluated by the PA/E.

The PA/E shall provide appropriate administration of the Project including special inspections and testing of materials and systems at Board expense that are included in the construction contract.

The PA/E shall prepare change orders and keep the Board (through the Office of the School Board Architect) informed monthly as to the progress and quality of the work and endeavor to guard the Board against defects and deficiencies in the work by the Construction Manager, Contractor or his subcontractors and material suppliers.

The PA/E shall conduct appropriate observations to determine the dates of substantial and final completion, receive and forward to the Board written warranties and documents required by the construction contract and certify the final certificate of payment in affidavit form, certifying that to the best of his knowledge the Project has been constructed according to the final plans and specifications, Florida Building Code, ADA and all other applicable codes, and that all mandatory requirements have been satisfied.

The PA/E shall have the authority and duty to reject work by the Construction Manager or Contractor which does not conform to the contract documents. If the PA/E observes faulty materials or workmanship at the Project, or if the PA/E observes the use of improper material or any work not being accomplished in a satisfactory manner by the Construction Manager, Contractor or subcontractors, the PA/E shall immediately notify the Construction Manager or Contractor and the Facilities Planning, Design and Construction Department.

Although the PA/E does not guarantee the performance of the construction contract, the PA/E shall, nevertheless, exercise due diligence to protect the Board against defects and deficiencies in the work and use of improper materials by the Construction Manager or Contractor and subcontractors.

After substantial completion of the work, the PA/E shall furnish the Board with a certified statement, in affidavit form, that in his professional opinion, the Project has been performed and completed according to the contract documents, Florida Building Code, ADA and all other applicable codes, and that all mandatory requirements have been satisfied.

The PA/E shall interpret the requirements of the construction contract documents. The PA/E shall render such interpretations as are necessary with reasonable promptness when written request is made by the Board, Construction Manager or Contractor. The PA/E shall render written decisions, within seven (7) calendar days, on all claims, disputes and other matters questioned by the Construction Manager, Contractor or Facilities Planning, Design and Construction Department relating to the execution or progress of the work or the interpretation of the contract documents.

The PA/E shall diligently assist the Board in obtaining correct and accurate as-built or record drawings from the Construction Manager or Contractor.

In the event the Board, Facilities Planning, Design and Construction Department, Construction Manager or Contractor requests the PA/E to visit the Project after substantial completion is accepted by the Board or during the warranty periods, review or observations which are conducted in connection with punch lists or warranty issues shall not be considered Additional Services. However, in the event that the PA/E continues to provide contract administration, because of the failure of the Construction Manager or Contractor to complete the Project within 110% of the calendar days allotted for construction in the contract for construction and in subsequent change orders, after the original construction contract completion date and extensions have been approved and the cause of the delay is the Construction Manager's or Contractor's and is not attributable to the PA/E, the PA/E may request the Board to withhold from the Construction Manager's or Contractor's partial or final payment sufficient sums in order to compensate the PA/E for extended contract administration. If the PA/E certifies that he has provided such extended contract administration and the delay in construction is the fault of the Construction Manager or Contractor and is not attributable to the PA/E, the additional contract administration shall be regarded as Additional Services for which the PA/E shall be entitled to negotiate additional compensation based on an hourly rate.

E. In the event of a claim by the Construction Manager or Contractor based upon error, omission, act, or failure to act, or failure to act in a timely manner on the part of the PA/E, the PA/E shall be liable to the Owner to the extent the Owner is, in turn, obligated to the Construction Manager or Contractor for these errors, omissions, acts, or failure to act, or failure to act in a timely fashion, together with costs, and reasonable attorney's fees, if any, incurred by the Owner as a result of such error, omissions, act, or failure to act or failure to timely act.

F. If the estimated construction budget (adjusted as provided in the third paragraph on page 1 of this Agreement) is exceeded by the Guaranteed Maximum Price (GMP), the Board shall have the option in the Board's best interest to:

1. give written approval of an increase in such fixed limit; or,
2. if the Project is abandoned, terminate in accordance with Paragraph X; or,
3. cooperate in revising the Project scope and/or quality and/or design as required to reduce the construction cost.

If the Board chooses to proceed under Paragraph F.3. above, the PA/E, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit established as a condition of this Agreement and/or subsequently approved by the Board. A full faith effort (as approved by the Owner) on the part of the PA/E in the modification of the Contract Documents shall be the limit of the PA/E's responsibility arising out of the original establishment of the fixed limit and/or as subsequently approved by the Board. The PA/E shall be entitled to compensation in accordance with this Agreement for all other services actually performed whether or not the Construction Phase is commenced, without considering work in this paragraph to be Additional Services.

II. ADDITIONAL ENGINEERING SERVICES. Additional services, if performed by the PA/E at the request of the Board, shall entitle the PA/E to additional compensation to be negotiated at the time that the Board requests such services. The following are considered additional services: detailed construction cost estimator, acoustician, landscape architect, site irrigation consultant, graphic design consultant, on-site civil engineering, off-site civil engineering, third bid proceeding, expert testimony, public hearing, legal proceedings (unless subpoenaed by the tribunal or a third party), full-time Project representative, program writing, special feasibility studies, evaluation of more than one site, master planning, bidding and coordination of separate contracts, expanded services caused by fire or similar causes or the default of the Construction Manager, Contractor or Board making measured drawings, travel out-of-county requested by the Board, threshold building inspections as required by the Board and the law, Florida Energy Evaluation Technique (FLEET), development of regional impact study, applications to DEP, application to Southwest Florida Water Management District, making revisions inconsistent with prior Board approval, and other services not otherwise included in this Agreement. For further explanation of Additional Services, the PA/E shall refer

to the PA/E's Handbook. Generally, if the Board requests Additional Services, the PA/E shall furnish such services requested with the fees to be negotiated between the PA/E and the Board. Under no circumstances will the principals of the PA/E and the principals of his consultants be paid a fee in excess of **\$125** per hour.

III. BOARD RESPONSIBILITIES. The Board shall provide a program (or Educational Specifications) which outlines its design objectives, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment and systems and site requirements.

The Board shall furnish, if necessary, a legal description and land survey of the site, and if applicable, grades and lines of the streets, alleys, pavements, adjoining property, rights-of-way, easements, boundaries and contours of the site, locations, dimensions and complete data pertaining to the existing buildings on the site, and, if necessary, site information as to trees and shrubs and such information as is necessary concerning available services and utility lines above and below grade, including inverts and depths.

The Board shall furnish information and render approvals and decisions as expeditiously as necessary for the orderly progress of the PA/E's services.

IV. COMPENSATION. The total payment for services will be **\$42,010** and is itemized as follows:

A. Payment for Basic Services. For the "Basic Services" to be performed pursuant to this Agreement, the PA/E will be paid a fee of **\$42,010** to be paid periodically according to Article V of this Agreement.

B. Payment for Additional Services. The PA/E shall be entitled to additional compensation for those services which the PA/E agrees to perform set forth as follows:

There are no additional services identified with this project.

C. Reuse of Documents. Notwithstanding anything contained in this Agreement or any Document referenced herein to the contrary, the drawing, specifications and other documents prepared by the PA/E for this Project are instruments of the PA/E's service, but the drawings

and specifications shall be owned by the Board. The PA/E shall assign to the Board all common law, statutory and other reserved rights, including the copyright. The Board shall be permitted to retain copies, including reproducible copies, of the PA/E's drawings, specifications and other documents for information and reference in connection with the Board's use and occupancy of the Project. The Board may reuse the drawings, specifications or other documents on other projects in accordance with Sec. 1013.45(4), F.S.

V. PAYMENT SCHEDULE. Compensation (the Basic Services fee) shall be paid to the PA/E based upon Article IV and shall be paid as follows and upon receipt of proper billing:

A. Preliminary Design Phase (Phase II):

1. 100% complete Phase II Documents.....(15%).....\$6,302
(Upon review and approval by the Facilities Planning, Design and Construction Department)

B. Construction Documents Phase (Phase III): Documents shall be submitted and payment will be due within 30 days of each submittal as follows:

1. 100% complete Phase III Documents (Upon DOE or Office of the School Board Architect's approval including satisfaction of the permit review mandatory's).....(50%).....\$21,005

C. 100% permit review Documents..... (10%).....\$4,201

D. Construction Phase (Phase V): During the construction phase of the Project, the PA/E will be paid the fee of (25%) \$10,502 to be paid periodically in proportion to the percentage of construction completed on the project.

VI. TIMELINE. Time is of the essence in performing the services required pursuant to this Agreement. The following time schedule shall govern the Project and Agreement, except to the extent waived by the Board or the Facilities Planning, Design and Construction Department in writing or otherwise expressly stated herein:

A. The Preliminary Design Phase II submittal for the Project shall be submitted to the Facilities Planning, Design and Construction Department on or before **thirty (30)** calendar days from the date of this Agreement for submittal to the Board.

B. Following approval of the Preliminary Design Phase II submittal by the Board, the

Construction Documents Phase III 100% complete submittal shall be presented to the Facilities Planning, Design and Construction Department on or before **forty-five (45)** calendar days from approval of Phase II documents for submittal to the Board.

C. Any required revisions to a design phase to obtain State of Florida (DOE), Board, or Facilities Planning, Design and Construction Department approval shall extend the above timelines for a reasonable period of time in order to comply with the required revisions.

D. If major revisions to the final design phase documents are requested and made or the Board makes major revisions in the program scope or Educational Specifications, the parties shall negotiate a reasonable fee for such major revisions or changes.

VII. EXTRA COMPENSATION. The Board shall pay no fees, other than described above, to the PA/E unless authorized by the Board as follows:

A. If the scope of the Project or site is changed, the Board and the PA/E shall negotiate a reasonable fee based upon the probable estimated construction cost in changing the scope of the work and the approximate percentage of the estimated construction cost which was used to negotiate this Agreement if, and, as such may be applicable.

B. If the DOE or Board requires the PA/E to make major or costly changes to the Schematic, Preliminary or Construction Document Phase submittals, which changes are not caused by architectural or engineering error or oversight, the PA/E shall be paid to redesign for additional expenses in an amount agreed to by the parties. Under no circumstances will the principals of the PA/E and the principals of his consultants be paid a fee in excess of **\$125** per hour.

VIII. DOCUMENTS. The Board will reimburse the PA/E for reproduction costs of plans and specifications as set forth in the PA/E Handbook.

IX. ASSIGNMENTS AND AMENDMENTS. Neither the PA/E nor the Board shall assign, sublet or transfer any interest in this Agreement without the consent of both parties. This Agreement may be amended only by written instrument signed by both the PA/E and the Superintendent of Schools, as approved by the Board.

X. TERMINATION. This Agreement may be terminated by either party upon seven (7) days' written notice by U. S. Certified Mail that the other party failed substantially to perform in accordance with the terms and conditions of this Agreement through no fault of the party initiating termination. This Agreement may be terminated without cause by either party upon thirty (30) days' written notice by U. S. Certified Mail. Termination of this Agreement may only be accomplished as provided herein. In the event this Agreement is terminated by the Board without cause, compensation shall be paid to the PA/E for all services performed to the date of termination. If terminated by the PA/E without cause, the PA/E shall be liable to the Board for direct and consequential damages resulting from the PA/E not completing the contract.

XI. COOPERATION WITH THE FACILITIES PLANNING, DESIGN AND CONSTRUCTION DEPARTMENT. The PA/E shall work in cooperation with the Facilities Planning, Design and Construction Department on all phases of the Project. The Facilities Planning, Design and Construction Department shall be the liaison between the Board and the PA/E, and whenever this Agreement requires the PA/E to tender any item, article or work product to the Board, such tender shall be accomplished upon timely presentation of such item or work product to the Facilities Planning, Design and Construction Department which shall include transmittal of each design phase submittal in order to present this submittal to the Board in accordance with Article VI. The PA/E shall rely on any written statement from the Facilities Planning, Design and Construction Department that the Board or Superintendent of the School District has taken some action required or allowed by this Agreement. Questions of design, budget, construction, unforeseen problems and related matters shall be submitted to the Facilities Planning, Design and Construction Department for transmittal to the Board and/or the PA/E.

XII. PROHIBITION AGAINST CONTINGENT FEE. The PA/E warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the PA/E, to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely

for the PA/E, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement (287.055, Florida Statutes). For a breach or violation of this provision, the Board shall have the right to terminate the Agreement without liability and, at its discretion, deduct from the Contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

XIII. TRUTH-IN-NEGOTIATION. The PA/E shall provide a truth-in-negotiation certificate stating that wages and other factual unit costs supporting the negotiated fee were accurate, complete and current at the execution of the Agreement. The Agreement price shall be adjusted to exclude any significant sums the Board determines inflated the Agreement price due to inaccurate, incomplete wage rates or noncurrent wage rates and other factual unit costs. All adjustments shall be made within one (1) year following issuance of a Certificate of Final Inspection and/or termination of this Agreement.

XIV. PROFESSIONAL LIABILITY INSURANCE. The Board will not purchase a blanket professional liability insurance policy to cover the PA/E and its consultants. It is the responsibility of the PA/E to provide, and PA/E will provide, liability insurance in the amount of \$1,000,000 with a \$25,000 deductible. The PA/E may provide more insurance and/or a lower deductible at his/her discretion.

XV. INDEMNITY AND LIMITATION OF THE PA/E'S LIABILITY TO THE BOARD. The PA/E agrees to indemnify and hold harmless the Board from and against all claims, damages and related expenses including attorney fees arising out of the negligent acts, errors and omissions of the PA/E or its consultants on this project.

XVI. INABILITY TO FUND THE PROJECT. Upon written certification by the Board that the Project cannot be funded from the Board's budget, performance under this Agreement shall be suspended. In the event this Agreement is suspended as provided in this Article, compensation will be made to the PA/E for all services performed to the date on which the Board provides the PA/E with written certification of "lack of funding," and such compensation

will be in complete satisfaction of any claim or right of action which the PA/E may possess for damages for non-performance by the Board of any executory term of this Agreement.

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IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the day and year first written.

THE SCHOOL BOARD OF PINELLAS
COUNTY, FLORIDA

By: _____
Carol J. Cook, Chairperson

Attest: _____
Michael A. Grego, Ed. D.
Superintendent

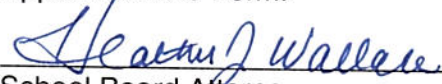
Engineering Matrix, Inc.
2860 Scherer Drive, Suite 640
St. Petersburg, FL 33716

By: _____

Title: _____

print or type name

Approved as to Form:


School Board Attorney

SCHEDULED

REQUEST FOR APPROVAL (ID # 4309)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of Amendment No. 1 to Agreement With C.B.Goldsmith and Associates, Inc. Resulting in an Additional Fee of \$10,500 in Connection With the Replacement (Buildings 1-7) and Refurbishment (Buildings 8 and 9) of Roofs for Mildred Helms Elementary School, Project No. 9369

BACKGROUND:

On November 8, 2011, the Board entered into an Agreement which provided for the PA/E to furnish architectural and engineering services for the design and preparation of contract documents and administrative services for the reroofing Buildings 1-7 and adjoining covered walkways and refurbishing the roofs on Buildings 8 and 9 at Mildred Helms Elementary School. The cost of this agreement was \$78,000.

The Contractor did not complete the project within the established project schedule and agreed to diligently proceed to complete all work. The Contractor also agreed to pay for additional construction administration services including inspections by the PA/E. Actual costs for the services (\$10,500) in lieu of liquidated damages were included in a deductive change order to the Contractor's contract. This change order was approved by the Board on June 11, 2013.

Amendment No. 1 to the PA/E Agreement provides the additional fee for construction administration services including inspections by the PA/E in the amount of \$10,500 resulting in total fee of \$88,500. A copy of the amendment to agreement is attached.

STRATEGIC DIRECTION: Learning in a Safe Environment

ALTERNATIVES:

1. Approve the amendment.
- 2 Do not approve the amendment.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

Approval of the amendment to agreement is necessary to complete the project.

IMPACT STATEMENT:

Construction Cost (Roofing Contractor)	\$741,616	
Change Order No. 1	(20,015)	
Construction Cost Sub-Total		\$721,601
Project Architect/Engineering Design Cost (PA/E)	\$78,000	
Amendment No. 1 to P/AE Agreement	10,500	
PA/E Sub-Total		\$88,500
Administrative/Planning Costs (Miscellaneous)	\$0	
Miscellaneous Sub-Total		\$0
Furniture, Equipment and Technology (FE & T)	\$0	
FE & T Sub-Total		\$0
Total Project Cost to Date		\$810,101
The source of this funding is District Capital Outlay School Tax.		

DATA SOURCE:

David Koperski, School Board Attorney
Joe Maceda, Financial Reporting Analyst
Nick Hriciga, Technical Projects Coordinator
C.B. Goldsmith, C.B. Goldsmith and Associates, Inc.

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- Mildred Helms Amendment 1 to AGREEMENT (PDF)

AMENDMENT TO AGREEMENT

THIS AMENDMENT TO AGREEMENT, Amendment No. 1, made and entered into this **12th day of November, 2013**, by and between THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, hereinafter referred to as the "Board," and C.B. Goldsmith and Associates, Inc., hereinafter referred to as the "Project Architect/Engineer," or the PA/E:

WITNESSETH:

WHEREAS, on **November 8, 2011**, the Board and the PA/E entered into an Agreement ("Agreement") which provided for the PA/E to furnish architectural and engineering services for the design and preparation of contract documents and administrative services for the reroofing Buildings 1-7 and adjoining covered walkways and refurbishing the roofs on Buildings 8 and 9 at **Mildred Helms Elementary School, Project No. 9369**, hereinafter referred to as the "Project;" and

WHEREAS, it has been determined that the contractor did not complete the project within 110% of the calendar days allotted and the cause of the delay is not attributable to the PA/E; and

WHEREAS, it has been determined the PA/E continued to provide contract administration; and

WHEREAS, the cost of additional administration has been withheld from the contractor by change order to be paid to the PA/E in lieu of liquidated damages; and

WHEREAS, it is stipulated in the Agreement that the parties can amend the Agreement; and

WHEREAS, the Board hereby accepts the Superintendent's recommendation to change the Scope of the Project by increasing the fee of the PA/E for services to be performed pursuant to this Amended Agreement;

NOW, THEREFORE, the Board and the PA/E agree, for the consideration hereinafter set forth, the PA/E shall provide all normal architectural and engineering services for

the work described herein. This work shall include all supporting design and administrative services necessary to complement the overall design of the Project for the following scope items: Additional time for construction observations.

For this work the PA/E shall be paid a total of \$10,500.00, payable in accordance with the payment schedule for Basic Services in the original PA/E Agreement.

All terms and conditions of the original Agreement dated **November 8, 2011**, except as specifically modified herein, shall remain in full force and effect.

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IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the day and year first written.

THE SCHOOL BOARD OF PINELLAS
COUNTY, FLORIDA

By: _____
Carol J. Cook, Chairperson

Attest: _____
Michael A. Grego, Ed.D.
Superintendent


C.B. Goldsmith and Associates, Inc.
13003 U.S. Highway 19 N.
Clearwater, Fl. 33764

By: _____

Title: _____

print or type name

Approved as to Form:



School Board Attorney

SCHEDULED

REQUEST FOR APPROVAL (ID # 4312)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of Amendment No. 1 to Agreement with Griffin Design Associates, P.A. for Architectural and Contract Administration Services in Connection With the Addition of new Exhaust Fans in Buildings 2 and 3 and Structural, Mechanical, and Electrical Changes to Resolve Conflicts With the Installation of new Ductwork and Piping in Building 1, in the Amount of \$5,518, Resulting in a Total Project Architect/Engineer (PA/E) fee of \$153,518 at San Jose Elementary School, Project No. 9058

BACKGROUND:

On January 29, 2013, the board approved a PA/E agreement with Griffin Design Associates, P.A. to furnish architectural and engineering services for the design and preparation of contract documents and administrative services for the replacement of windows and storefronts in Buildings 1-3; replacement of casework in Buildings 2, 3, and 6; heating, ventilation, and air conditioning upgrades, and conversion of old boiler room to ESE Supplemental Instruction in Building 1, in the amount of \$148,000.

Amendment No. 1 to the Agreement increases the project scope to include the installation of new roof mounted exhaust fans in Buildings 2 and 3 to replace existing window mounted fans; and structural, mechanical, and electrical changes to resolve conflicts with the installation of new ductwork and piping in Building 1. The fee for additional design and administrative services is \$5,518 resulting in a total PA/E fee of \$153,518. A copy of the amendment to agreement is attached.

STRATEGIC DIRECTION: Learning in a Safe Environment

ALTERNATIVES:

1. Approve the amendment.
2. Do not approve the amendment.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

Approval of the amendment to agreement is necessary to obtain the desired additional services.

IMPACT STATEMENT:

Construction Cost (Construction Manager)	\$1,192,456	
Amendment No. 1 to CM Agreement	587,615	
Change Order No. 1	(551,501)	
Construction Cost (Final GMP) Sub-Total		\$1,228,570
Direct Purchase Orders (DPO's)	\$328,939	
DPO Sub-Total		\$328,939
Project Architect/Engineering Design Cost (PA/E)	\$148,000	
Amendment No. 1 to PA/E Agreement	5,518	
PA/E Sub-Total		\$153,518
Administrative Fees (Miscellaneous)	\$1,450	
Miscellaneous Sub-Total		\$1,450
Furniture, Equipment and Technology (FE & T)	\$0	
FE & T Sub-Total		\$0
Total Project Cost to Date		\$1,712,477
The source of this funding is District Capital Outlay School Tax.		

DATA SOURCE:

David Koperski, School Board Attorney
Joe Maceda, Financial Reporting Analyst
Mike Parkinson, Senior Construction Coordinator
Nelson Griffin, Griffin Design Associates, P.A.

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- San Jose ES Amend 1 to Agreement (PDF)

AMENDMENT TO AGREEMENT

THIS AMENDMENT TO AGREEMENT, **Amendment No. 1**, made and entered into this **12th day of November, 2013**, by and between THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, hereinafter referred to as the "Board," and **Griffin Design Associates, P.A.**, hereinafter referred to as the "Project Architect/Engineer," or the PA/E:

WITNESSETH:

WHEREAS, on **29th day of January, 2013**, the Board and the PA/E entered into an Agreement ("Agreement") which provided for the PA/E to furnish architectural and engineering services for the design and preparation of contract documents and administrative services for the construction of replacement of windows and storefronts in Buildings 1-3, replacement of casework in Buildings 2, 3, and 6; heating, ventilation, and air conditioning upgrades in Building 1; conversion of old Boiler Room to ESE Supplemental Instruction in Building 1, and additional services identified herein at **San Jose Elementary, Project No. 9058** hereinafter referred to as the "Project;" and

WHEREAS, it is stipulated in the Agreement that the parties can amend the Agreement; and

WHEREAS, the Board hereby accepts the Superintendent's recommendation to change the Scope of the Project by increasing the fee of the PA/E for services to be performed pursuant to this Amended Agreement;

NOW, THEREFORE, the Board and the PA/E agree, for the consideration hereinafter set forth, the PA/E shall provide all normal architectural and engineering services for the work described herein. This work shall include all supporting design and administrative services necessary to complement the overall design of the Project for the following scope items: The addition of new exhaust fans in Buildings 2 and 3, structural, mechanical and electrical changes to resolve conflicts with the installation of new ductwork and piping in Building 1. This additional work shall conform to the Florida Building Code and PA/E Handbook.

The PA/E shall endeavor to furnish the services of this Amendment in a timely manner so the additional work can be completed with the balance of the project, and so the work of this Amendment may be bid at the same time as the rest of the project.

For this work the PA/E shall be paid a **total of \$5,518** payable in accordance with the payment schedule for Basic Services in the original PA/E Agreement.

All terms and conditions of the original Agreement dated January 29, 2013, except as specifically modified herein, shall remain in full force and effect.

Balance of page left intentionally blank

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the day and year
first written.

THE SCHOOL BOARD OF PINELLAS
COUNTY, FLORIDA

By: _____
Carol J. Cook, Chairperson

Attest: _____
Michael A. Grego, Ed.D.
Superintendent

Griffin Design Associates, P.A.
906 Drew Street
Clearwater, FL 34689

By: _____

Title: _____

print or type name

Approved as to Form:


School Board Attorney

11/12/13 10:30 AM

Regular School Board Meeting301 Fourth Street SW
Largo, FL 33770**Pinellas County
Schools****SCHEDULED****REQUEST FOR APPROVAL (ID # 4314)**

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of Change Order No. 2 With Biltmore Construction Co. Inc. for the Reconciliation of the Guaranteed Maximum Price (GMP). This change order will decrease the GMP by \$96,764.65 with no time extension for the Health Clinic at Gibbs High School, Project No Z912.

BACKGROUND:

This change order will reconcile the GMP. The cost of the Direct Purchase Orders (DPO) for equipment/materials totaling \$85,457.86, sales tax savings totaling \$5,529.52, unspent construction buy-out totaling \$731.22 and unspent contingency totaling \$5,046.05, must now be deducted from the GMP. The adjustment will decrease the total GMP of \$587,357.00 by \$96,764.65 resulting in a final GMP amount of \$490,592.35. A copy of the change order form is attached.

STRATEGIC DIRECTION/GOAL: Learning in a Safe Environment

ALTERNATIVES:

1. Approve change order.
2. Do not approve change order.

RECOMMENDATION:

Alternative No.1 is recommended.

RATIONALE:

It's necessary to delete the owner-purchased items, sales tax savings, and balance of the contingency from the GMP to reconcile the accounts.

IMPACT STATEMENT:

Construction Cost (Construction Manager Services)	\$100,000	
Amendment No. 1 (Construction Allocation)	470,081	
Change Order No. 1	17,276	
Change Order No. 2	(96,765)	
Construction Cost (Final GMP) Sub-Total		\$490,592
Direct Purchase Orders (DPO's)	\$85,458	
DPO Sub-Total		\$85,458
Project Architect/Engineering Design Cost (PA/E)	\$34,500	
Amendment No. 1 to PA/E	600	
PA/E Sub-Total		\$35,100

Administrative/Planning Costs (Miscellaneous)	\$4,882	
Miscellaneous Sub-Total		\$4,882
Furniture, Equipment and Technology (FE & T)	\$0	
FE & T Sub-Total		\$0
Total Project Cost		\$616,032
The source of this funding is a Federal Health Grant and Sale of Property.		

DATA SOURCE:

Joe Maceda, Financial Reporting Analyst
Rick Bevilacqua, Manager, Facilities Construction
Alex Plisko, Plisko Architecture P. A.
Ron Cupler, Biltmore Construction Co. Inc.

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- Gibbs HS CO 2 form - decrease GMP (PDF)

CONSTRUCTION MANAGEMENT AT RISK CHANGE ORDER

Facilities Planning, Design and Construction



SCHOOL: **Gibbs High School**

PROJECT: **New Construction**

PROJECT NO. **Z912**

CHANGE ORDER NO. **2**

- ORIGINAL GMP AMOUNT: \$ **570,081.00**
- ORIGINAL CONTRACT COMPLETION DATE: **October 31, 2012**

CHANGE(S) AND REASON(S) FOR THIS CHANGE ORDER: **It is necessary to delete the owner-purchased items, sales tax savings, unallocated cost savings and balance of the contingency from the GMP to reconcile the accounts for this project.**

Remaining Contingency:	\$	5,046.05
Buyout Savings:	\$	731.22
Tax Savings:	\$	5,529.52
Owner Direct Purchases	\$	85,457.86
Total Deductions to GMP	\$	96,764.65

- THE OWNER AUTHORIZED THE CONTRACTOR TO MAKE THE FOLLOWING CHANGE(S) IN THE CONTRACT DATED: **June 12, 2012**

FOR THESE CHANGES: DEDUCT FROM THE GMP, IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT, THE SUM OF: **\$96,764.65**

• STATUS OF THE ACCOUNT	CURRENT GMP AMOUNT:	\$	587,357.00
	ADDITION TO GMP:	\$	N/A
	DEDUCTIONS TO GMP:	\$	(96,764.65)
	REVISED GMP AMOUNT:	\$	490,592.35

- PREVIOUS TIME EXTENSIONS **0**
- ADDITIONAL TIME NEEDED FOR THIS CHANGE ORDER IS 0 CALENDAR DAYS.
- REVISED CONTRACT COMPLETION DATE **October 31, 2012.**

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion as project architect/engineer, the prices quoted in this change order are both fair and reasonable, and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Architect/Engineer Approved:

Signature

Date

NAME

FIRM

Construction Manager Acceptance:

Signature

Date

NAME

FIRM

Owner Approved:

Michael A. Grego, Ed.D., Superintendent

Date

SCHEDULED

REQUEST FOR APPROVAL (ID # 4315)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Acceptance of Substantial Completion for Reroofing (Buildings 1 and 10) and Coating (Building 6) as of September 17, 2013 at Countryside High School, Project No. 9007

BACKGROUND:

The project architect has certified this project is substantially complete as of September 17, 2013. This date establishes the beginning of the school district's responsibilities for maintenance, cleaning, and insurance for this portion of the work. Warranties for this work shall commence per contract terms and the school district is responsible for oversight of warranty claims. A punch list of work to be completed or corrected was made on the date of substantial completion and such work must be complete before final acceptance. A copy of the substantial completion form is attached.

STRATEGIC DIRECTION: Learning in a Safe Environment

ALTERNATIVES:

1. Accept substantial completion.
2. Do not accept substantial completion.

RECOMMENDATION:

Alternative No.1 is recommended.

RATIONALE:

The work required under the terms of the contract is substantially complete. The establishment of a date of substantial completion is a requirement of the contract terms.

IMPACT STATEMENT:

This document does not require any commitment of funds by the school board.

DATA SOURCE:

Mike Parkinson, Senior Construction Coordinator
 Gary Schlereth, Principal
 William Schultz, Roof Engineering Associates, Inc.
 Joseph Lusa, R. F. Lusa and Sons Sheetmetal, Inc.

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

Request for Approval (ID # 4315)

Meeting of November 12, 2013

ATTACHMENTS:

- Countryside HS reroofing Sub Comp Form (PDF)

2000 EDITION

AIA DOCUMENT G704-2000

Certificate of Substantial Completion

(Instructions on reverse side)

PROJECT

(Name and address)

Countryside High School Reroofing
3000 S.R. 580, Clearwater, FL 33761

TO OWNER:

(Name and address)

The School Board of Pinellas County
301 4th Street, SW, Largo, FL 33770

PROJECT NUMBER: 9007

CONTRACT FOR: Reroofing

CONTRACT DATE: June 26, 2012

TO CONTRACTOR:

(Name and address)

R.F. Lusa and Sons Sheetmetal, Inc.

1724 Fairbanks Street

Lakeland, FL 33805

OWNER ☒ARCHITECT ☐CONTRACTOR ☒FIELD ☐OTHER ☒

ENGINEER

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

Reroofing of Buildings One and Ten, Coating of Building Six

Engineer's

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty - Two Years

Date of Commencement - September 17, 2013

Roof Engineering Associates, Inc.

ARCHITECT

Engineer

BY

September 17, 2013

DATE OF ISSUANCE

William J. Schereth
FL Engineer No. 43412

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$ 15,400.00

The Contractor will complete or correct the Work on the list of items attached hereto within
Thirty (30) days from the above date of Substantial Completion

R.F. Lusa and Sons Sheetmetal, Inc.

CONTRACTOR

BY

September 17, 2013

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 3:00 PM (time) on September 17, 2013 (date).

The School Board of Pinellas County

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

Note: Owner and Contractor should determine and review insurance requirements and coverage.

Gary Schlereth, Principal

Date



GROUP 1
AIA DOCUMENT G704-2000
CERTIFICATE OF
SUBSTANTIAL COMPLETION

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The American Institute
of Architects
1735 New York
Washington, D.C.

Packet Pg. 186

Attachment: Countryside HS reroofing Sub Comp Form (4315 : Substantial Completion - Reroofing - Countryside High)

SCHEDULED

REQUEST FOR APPROVAL (ID # 4316)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: First Quarter Submittal of Change Order Summaries

BACKGROUND:

The attached summaries depict all change orders approved for the first quarter of fiscal year 2013-2014 for both the Maintenance Department and the Facilities Planning, Design and Construction Department under the authority of Board Policy 6345. The change orders listed on the attached summaries were reviewed and approved by the superintendent's designee, Kevin Smith, Associate Superintendent, Finance and Business Services.

The first quarter summary (September 30, 2013) shows fifteen (15) change orders submitted from the Facilities Planning, Design and Construction Department.

The first quarter summary (September 30, 2013) shows no change orders submitted from the Maintenance Department.

STRATEGIC DIRECTION: Effective & Efficient Use of Resources

RATIONALE:

This report is being submitted in accordance with School Board Policy 6345, whereby change orders or construction change directives are brought to the Board in summary form on a quarterly basis to be entered into the minutes.

DATA SOURCE:

Ed Ural, Director, Facilities Planning, Design and Construction
Mike Hewett, Director, Maintenance
Joe Maceda, Financial Reporting Analyst

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- FPD&C-MAINTENANCE CO Summary 1st Quarter Fiscal 2013-2014 (PDF)

CHANGE ORDER SUMMARY
1st Quarter - Fiscal 2013-2014
7/1/13 - 9/30/13
Facilities Planning, Design and Construction

Facility	CO #	Description	Date Completed	Superintendent Approval Date	Amount	Original Contract Amount	Revised Contract Amount	Accumulated CO Amount	Time Extension Calendar Days	% AccCO
Lakewood HS	No. 1	An unsuccessful attempt was made to use the existing HVAC system to provide reliable cooling during the chiller replacement. It was necessary to use a School Board owned trailer mounted temporary chiller to provide cooling needs.	8/28/2013	07/03/13	\$4,998	\$153,426	\$158,424	\$4,998	0	3.26%
Clearwater HS	No. 1	During construction it became necessary to reroute a fire line in conflict with the storm drain.	8/16/2013	07/10/13	\$1,552	\$582,000	\$583,552	\$1,552	0	0.27%
Clearwater Fundamental MS	No. 1	The maintenance department has attempted to clean and refurbish these units, but have found the heat transfer coils are either deteriorated or clogged beyond repair. Replace with in-kind.	8/29/2013	07/15/13	\$45,000	\$657,500	\$702,500	\$45,000	0	6.84%
Madeira Beach Fundamental	No. 1	During the demolition of the existing cooler/freezer unit it was discovered that the concrete under the unit would need to build up 6" for the new cooler/freezer unit to be installed properly in the existing space.	8/2/2013	07/20/13	\$2,679	\$43,000	\$45,679	\$2,679	0	6.23%
Clearwater Fundamental MS	No. 1	During construction it was found the sub-floor was saturated with water and needed to be removed to prevent an IAQ problem. The floor needed to be filled with concrete to bring back to the existing level with the kitchen.	8/5/2013	07/20/13	\$1,222	\$89,000	\$90,222	\$1,222	0	1.37%
Northeast HS	No. 1	The purpose of this change order is to reconcile the contract between the district and Johnson-Lancaster & Associates. This is to correct omissions within the contract documents and unforeseen conditions. Includes deletion of one proofer holding cabinet , the door swing to the walk-in cooler, sink faucet and the modification of wire shelving.	5/13/2013	7/20/2013	(\$3,696)	\$240,872	\$237,176	(\$3,696)	39	-1.53%
Perkins ES	No. 1	During construction two new valves were added to the chilled water lines to ensure isolation to allow for future HVAC system expansion in the area of Building 6.	8/5/2013	8/7/2013	\$2,191	\$73,700	\$75,891	\$2,191	0	2.97%
Anona ES	No. 1	During the installation of the new cooler, it was discovered the floor of the existing porch had a 3/4 inch slope that needed to be brought to level to ensure the proper installation of the new cooler panels.	8/12/2013	08/04/13	\$1,129	\$79,000	\$80,129	\$1,129	0	1.43%

Facility	CO #	Description	Date Completed	Superintendent Approval Date	Amount	Original Contract Amount	Revised Contract Amount	Accumulated CO Amount	Time Extension Calendar Days	% AccCO
Mt. Vernon ES	No. 1	During construction it became necessary to effect repairs brought on by hidden conditions and required by the roofing product manufacturer to ensure weather tight and warrantable roof system.	8/24/2013	08/25/13	\$11,817	\$1,988,630	\$2,000,447	\$11,817	0	0.59%
Rawlings ES	No. 1	The correction of unforeseen conditions to ensure positive drainage, repair a leaking fire line, and complete the project.	8/21/2013	09/13/12	\$5,225	\$231,420	\$236,645	\$5,225	0	2.26%
Madeira Beach Fundamental	No. 1	Correction of unforeseen conditions in roofing, structural elements, plumbing and miscellaneous items to meet Florida Building Code requirements.	10/16/2013	09/26/13	\$50,061	\$966,161	\$1,016,222	\$50,061	50	5.18%
Countryside HS	No. 2	Repairs to the window system in the mall area, removal of abandoned exhaust stacks on roof Area D and additional time due to rain delays.	6/8/2013	07/16/13	\$23,192	\$2,501,915	\$2,673,946	\$172,031	49	6.88%
Ridgecrest ES	No. 2	It was found during construction that the fan coil unit in the Physical Education office was in need of replacement due to the age of the unit. It was determined that a mini split unit would be more cost effective to use as a replacement	8/12/2013	08/21/13	\$3,746	\$325,500	\$345,086	\$19,586	5	6.02%
Mt. Vernon ES	No. 2	During construction it became necessary to effect repairs brought on by hidden conditions and required by the roofing product manufacturer to ensure weather tight and warrantable roof system.	8/24/2013	09/13/13	\$3,147	\$198,860	\$213,824	\$14,964	0	7.52%
Countryside HS	No. 3	Due to unforeseen roof repairs the repairs included installation of pressure treated wood nailers on perimeter parapet walls, installation of 1/2 inch Securock board on the inside face of parapet walls, removal of termination bar for the flashings on the backside of perimeter parapet walls, and the extension of three plumbing vent pipes with glass piping.	6/10/2013	08/21/13	\$4,678	\$2,501,915	\$2,678,624	\$176,709	2	7.06%

CHANGE ORDER SUMMARY
1st Quarter - Fiscal 2013-2014
7/1/13 - 9/30/13
MAINTENANCE DEPARTMENT

Facility	CO #	Description	Date Completed	Superintendent Approval Date	Amount	Original Contract Amount	Revised Contract Amount	Accumulated CO Amount	Time Extension Calendar Days	% AccCO
None										

SCHEDULED

REQUEST FOR APPROVAL (ID # 4317)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of Vehicle Use Agreements to Non-Profit Organizations for a Period of one Year

BACKGROUND:

City of Seminole and the City of St. Petersburg have requested vehicle use agreements. Copies of the agreements are attached.

Under Florida Statute 1006.261, a school district may provide to any non-profit organization the option to contract for the use of school buses to transport school age children if they can provide liability protection for the district with the minimum amounts of \$100,000 per person/\$325,000 per occurrence. It requires the organization to hold the district harmless from liability in exchange for services provided at cost. These agreements also stipulate that the use of buses by this group will not conflict with regular school board transportation schedules.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

ALTERNATIVES:

1. Approve the agreements.
2. Do not approve the agreements.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

The district will continue providing this type of transportation service to non-profit organizations, but shall not subject itself to additional liability exposures.

IMPACT STATEMENT:

These agreements do not require any commitment of funds by the School Board. The organizations hiring these services will be billed for costs associated with services provided. Users may contact the school board's transportation department at any time to inquire as to the current rates.

DATA SOURCE:

Heather Wallace, Assistant School Board Attorney
Rick McBride, Director, Transportation
Joe Maceda, Financial Reporting Analyst
Harry Kyne, Director of Administration, City of Seminole
Tish Elston, City Administrator, City of St. Petersburg

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- City of Seminole VUA (PDF)
- City of St. Pete VUA (PDF)

VEHICLE USE AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, _____ by and between **THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA**, hereinafter referred to as the "**School Board**," and the _____, a municipal corporation, hereinafter referred to as "**User**". The parties agree as follows:

1. The School Board will provide shuttle bus transportation to **User** for the contract period ending August 23, 2014, for the purpose of transporting school-age children, with chaperones, who participate in **User's** sponsored programs. **User** shall make all requests for specific uses during the contract period to the **School Board's** Transportation Department, who will determine whether buses are available pursuant to paragraph 3 below.
2. Transportation is for the sole purpose of transporting school-age children, with chaperones, who participate in **User's** sponsored programs to and from locations in Pinellas and adjacent counties.
3. The bus or buses will be operated by an employee of the **School Board**, who is licensed to drive a school bus, and shall be assigned by the Director of Transportation or designee. Buses may be used under this agreement only if they are available at the times requested, and such use shall not interfere with or impair regular school transportation. The **School Board's** Transportation Department shall be the final authority as to the availability of buses.
4. (A) **User** shall pay to the **School Board**, for the use of said school bus service that begins weekdays before 4:00 p.m., a sum per bus of the current rate per hour to include 15 minutes before and 15 minutes after the use, plus the surcharge rate per mile. There shall be a minimum charge of two hours. The current rate per hour and surcharge rate per mile will be that rate used by the **School Board**, in its sole discretion, as of the date of the bus usage. **User** may investigate the current rates by either contacting the **School Board's** Transportation Department or visiting their [website](#).
 (B) If requests extend to service that begins weekdays after 4:00 p.m., weekends and any non-school day, **User** shall pay a sum per bus of the current rate per hour to include 30 minutes before and 30 minutes after the use, plus the surcharge rate per mile. There shall be a minimum charge of four hours. The current rate per hour and surcharge rate per mile will be that rate used by the **School Board**, in its sole discretion, as of the date of the bus usage. **User** may investigate the current rates by either contacting the **School Board's** Transportation Department or visiting their [website](#).
 (C) "Weekend" is defined as a Saturdays and Sundays. "Weekend" shall also include Fridays during the time that the **School Board** is on its summer calendar schedule. "Weekday" is defined as all days not meeting the definition of "Weekend". "Non-school day" is defined as a weekday when students are not scheduled to attend classes.
5. This agreement is made pursuant to section 1006.261, Florida Statutes, and the parties agree that they will comply with the provisions therewith. The **User** will provide certificate of required liability insurance or a certificate of self-insurance to the **School Board** prior to the time of any transportation under this Agreement, showing the **School Board** of Pinellas County, Florida as an additional insured.

IN WITNESS WHEREOF, the parties have executed this agreement at Largo, Pinellas County, Florida, the date first above written.

**THE SCHOOL BOARD OF
PINELLAS COUNTY, FLORIDA**

By: _____
Chairperson

Attest: _____
Superintendent

Approved as to form: _____
School Board Attorney's Office
Bus Use Agreement - Municipalities

Organization

City of Seminole
Organization Name

HARRY KYNE Director of Administration
Print Name and Title

[Signature]
Signature

APPROVED AS TO FORM

[Signature] 9/23/11
City Attorney John M. Elias Date

VEHICLE USE AGREEMENT

10.19.b

THIS AGREEMENT, entered into this _____ day of _____, 2013 by and between **THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA**, hereinafter referred to as the "School Board," and the **City of St. Petersburg, Florida**, a municipal corporation, hereinafter referred to as "User". The parties agree as follows:

1. The School Board will provide shuttle bus transportation to **User** for the contract period ending August 23, 2014, for the purpose of transporting school-age children, with chaperones, who participate in **User's** sponsored programs. **User** shall make all requests for specific uses during the contract period to the **School Board's** Transportation Department, who will determine whether buses are available pursuant to paragraph 3 below.
2. Transportation is for the sole purpose of transporting school-age children, with chaperones, who participate in **User's** sponsored programs to and from locations in Pinellas and adjacent counties.
3. The bus or buses will be operated by an employee of the **School Board**, who is licensed to drive a school bus, and shall be assigned by the Director of Transportation or designee. Buses may be used under this agreement only if they are available at the times requested, and such use shall not interfere with or impair regular school transportation. The **School Board's** Transportation Department shall be the final authority as to the availability of buses.
4. (A) **User** shall pay to the **School Board**, for the use of said school bus service that begins weekdays before 4:00 p.m., a sum per bus of the current rate per hour to include 15 minutes before and 15 minutes after the use, plus the surcharge rate per mile. There shall be a minimum charge of two hours. The current rate per hour and surcharge rate per mile will be that rate used by the **School Board**, in its sole discretion, as of the date of the bus usage. **User** may investigate the current rates by either contacting the **School Board's** Transportation Department or visiting their website.
(B) If requests extend to service that begins weekdays after 4:00 p.m., weekends and any non-school day, **User** shall pay a sum per bus of the current rate per hour to include 30 minutes before and 30 minutes after the use, plus the surcharge rate per mile. There shall be a minimum charge of four hours. The current rate per hour and surcharge rate per mile will be that rate used by the **School Board**, in its sole discretion, as of the date of the bus usage. **User** may investigate the current rates by either contacting the **School Board's** Transportation Department or visiting their website.
(C) "Weekend" is defined as a Saturdays and Sundays. "Weekend" shall also include Fridays during the time that the **School Board** is on its summer calendar schedule. "Weekday" is defined as all days not meeting the definition of "Weekend". "Non-school day" is defined as a weekday when students are not scheduled to attend classes.
5. This agreement is made pursuant to section 1006.261, Florida Statutes, and the parties agree that they will comply with the provisions therewith. The **User** will provide to the **School Board** a letter certifying that it is self-insured.

IN WITNESS WHEREOF, the parties have executed this agreement at Largo, Pinellas County, Florida, the date first above written.

**THE SCHOOL BOARD OF
PINELLAS COUNTY, FLORIDA**

CITY OF ST. PETERSBURG, FLORIDA

By: _____
Chairman

Attest: _____
Superintendent

Approved as to form:

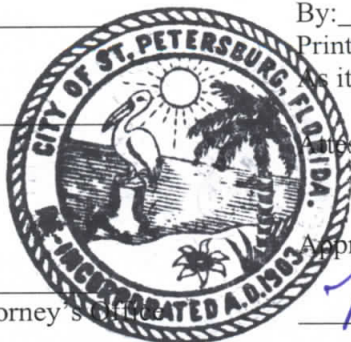
School Board Attorney's Office

By: Tish Elston
Print: Tish Elston
As its: City Administrator

Attest: Eva A. Andujar
Eva A. Andujar, City Clerk

Approved as to form and content:

Mary Lynn
City Attorney (Designee)



SCHEDULED

REQUEST FOR APPROVAL (ID # 4318)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of Reimbursement of Isolated Transportation for M.M. During the 2013/2014 School Year

BACKGROUND:

Pursuant to Section 1006.21, F.S., State Board of Education Rule 6A-3.017(11)3(b) and School Board Policy 8600, procedures for providing isolated transportation reimbursement, a student meeting the condition listed in Policy 8600 may be transported by personal vehicle.

STRATEGIC DIRECTION: Student Achievement

ALTERNATIVES:

1. Approve the request.
2. Do not approve the request.

RECOMMENDATION:

Alternative No. 1 is recommended.

RATIONALE:

The payment for private transportation at the rate established by Section 1002.20(22)(c), F.S. is the most economical method for fulfilling the school board's responsibility to provide transportation for this student.

IMPACT STATEMENT:

An additional school bus and driver would be required for this student if reimbursement for isolated transportation were not provided. The cost for an additional school bus and driver at \$100 per day for 180 days is \$18,000. Isolated transportation cost, at a rate of \$0.565 per mile for 19 miles per day for 180 days is \$1,932.30.

DATA SOURCE:

Rick McBride, Director, Transportation
 Karen Hodges, ESE Transportation Liaison
 Joe Maceda, Financial Reporting Analyst

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

SCHEDULED

REQUEST FOR APPROVAL (ID # 4319)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed. D., SUPERINTENDENT

SUBJECT: Request Approval of Selling the District's Surplus and Obsolete Equipment on the PublicSurplus.com Internet Auction Site

BACKGROUND:

Periodically the District disposes of surplus property. Working surplus property has been posted for 45 days on a forum on the district's intranet. Schools and departments have the opportunity to obtain this surplus property prior to disposal at public auction. Proceeds from the online auctions have exceeded the amount received from previous live auctions.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

ALTERNATIVES:

1. Approve selling the district's surplus and obsolete equipment.
2. Do not approve selling the district's surplus and obsolete equipment.

RECOMMENDATION:

Alternative No.1 is recommended.

RATIONALE:

To remove surplus and obsolete equipment from the district's inventory.

IMPACT STATEMENT:

The surplus and obsolete property that is sold at auction will generate revenue for the district. This will require no commitment of funds by the school board.

DATA SOURCE:

Karen Coffey, Executive Director, Budget & Resource Allocation
 Norman Kelton, Assistant Superintendent, Technology and Information Services
 Joe Zihala, Warehouse Coordinator
 Art Dunham, Director, Food Service

SUBMITTED BY:

Michael Bessette, Associate Superintendent, Operational Services

ATTACHMENTS:

- Auction List 11-12 (PDF)

Pinellas County Schools Surplus Property Sold at publicsurplus.com

002-5521	Hobart Mixer	027-3280	Convection Oven - Bakers
010-0295	Hot Serving Counter	010-0296	Hot Serving Counter
023-9883	Heater/Proofer Cabinet	024-9784	Alto Sham Warmer
033-0435	Winston Steamer	033-0436	Winston Steamer
027-4327	Warming Cabinet	028-6722	Warmer, Crescor
001-4400	Hobart Mixer	009-8798	Traulson Refrigerator
023-2286	Milk Cooler	023-2316	Milk Cooler
016-5741	Reach-In Refrigerator	029-4682	Ice Maker w/Bin
025-4645	Milk Cabinet	033-5733	Scrubber-Buffer by Pullman/Holt
028-6706	Milk Cooler	004-3100	Hobart Slicer
018-4098	Berkel Slicer	028-7779	Manitowoc Ice Machine
024-5793	Hobart Food Slicer	028-9330	General Slicer
003-4436	Globe Food Slicer	034-1932	Food Vending Machine
034-1933	Food Vending Machine	035-1108	Food Vending Machine
035-1107	Food Vending Machine	035-1103	Food Vending Machine
023-0134	Combo Oven/Steamer	033-6627	Milk Cooler
029-8594	Milk Cooler	029-5570	Roil Thru Cold Food Cabinet
024-9527	Freezer	029-8559	Traulson Refrigerator
029-8560	Traulson Refrigerator	026-4620	Hobart Refrigerator
032-1227	Milk Cooler	036-8876	Dell Net Book, Mini
036-8964	Dell Net Book, Mini	036-8994	Dell Net Book, Mini
036-8955	Dell Net Book, Mini	036-8909	Dell Net Book, Mini
036-8855	Dell Net Book, Mini	036-8888	Dell Net Book, Mini
037-3058	Dell Net Book, Mini	037-3057	Dell Net Book, Mini
036-8949	Dell Net Book, Mini	036-8890	Dell Net Book, Mini
036-8886	Dell Net Book, Mini	036-8929	Dell Net Book, Mini
036-8969	Dell Net Book, Mini	036-8868	Dell Net Book, Mini
036-8941	Dell Net Book, Mini	036-8988	Dell Net Book, Mini
037-3065	Dell Net Book, Mini	036-8932	Dell Net Book, Mini
036-8948	Dell Net Book, Mini	036-8893	Dell Net Book, Mini
036-8903	Dell Net Book, Mini	036-8911	Dell Net Book, Mini
036-8935	Dell Net Book, Mini	036-8895	Dell Net Book, Mini
036-8914	Dell Net Book, Mini	036-8906	Dell Net Book, Mini
023-0134	Combo Oven/Steamer	036-4604	Video Furnace
034-0643	LCD Projector	024-6708	Wheelchair Lift
028-2533	Laminator – 27"	037-1864	Video Furnace
012-3951	Delta Table Saw	011-5098	Bead Blaster
031-5893	Router	009-1165	Circular Saw
011-8000	Radio Shack Computer	011-2205	4 door Refrigerator
038-0133	DVR	035-9312	DVR
033-7584	DVR	033-7548	DVR
033-7575	DVR	033-7581	DVR
033-7601	DVR	033-7576	DVR
033-7586	DVR	033-7568	DVR
033-7599	DVR	033-3136	DVR

Pinellas County Schools Surplus Property Sold at publicsurplus.com

033-7556	DVR	033-7603	DVR
033-7582	DVR	033-0685	Dell Laptop
033-0409	Dell Laptop	033-7558	DVR
033-3154	DVR	036-4602	Video Furnace
024-6069	IBM - CPU	028-9330	Meat Slicer
003-4436	Globe Meat Slicer	022-7106	Modulator
025-1950	Mannhart Food Processor	004-3100	Hobart Slicer
018-4098	Berkel Meat Slicer	028-0338	Hub
028-3768	Cisco Router	029-8372	Network Hub
025-4715	Cisco Router	028-3993	Network Hub
028-3698	Network Hub	028-3759	Network Hub
029-4372	Network Hub	029-8375	Network Hub
035-0382	Recorder	028-3529	Network Hub
023-3521	Network Hub	024-2726	Network Hub
027-3761	Network Hub	029-5004	Network Hub
029-5005	Network Hub	029-9850	Network Hub
023-3710	Network Hub	009-2801	Electronic Steam Generator
029-4878	Hot Food Unit-Serving Counter	009-2756	Nurse Station
025-4645	Milk Cabinet	028-6706	Milk Cooler
025-4666	Milk Cooler	006-4029	Oscilloscope
023-2286	Milk Cooler – 8 cases	006-4022	Oscilloscope
006-4031	Oscilloscope	006-4020	Oscilloscope
006-3836	Oscilloscope	006-4028	Oscilloscope
030-6314	Sony Switcher	022-3415	Conference 2000 Phone Box
009-2802	Electric Steam Generator	020-2883	Service Sink w/Rim
033-1755	Hitachi Projector	030-2631	Roll In Freezer
011-2205	Victor Refrigerator	023-0094	McCall Freezer
030-5513	Manitowoc Ice Maker	036-4609	Video Furnace
028-0256	Laser Printer	029-9130	Lexmark Printer
037--9199	Video Furnace	036-4624	Video Furnace
036-4610	Video Furnace	037-9571	Food Demo Table
035-1397	Behind Neck Training Equipment	035-1440	Circuit Weight Training Equipment
035-1396	Overhead Press Equipment	036-4602	Video Furnace
028-2533	27" Laminator	034-3575	Dell CPU
033-5422	Dell CPU	033-5425	Dell CPU
009-2801	Gas Aerator	009-2756	Amsco Nurse Station – Medi-Stat
009-2799	Amsco Sterilizer	009-2800	Amsco Sterilizer
009-2798	Amsco Sterilizer	035-1396	Overhead Press Training Equipment
035-1440	Circuit Training Equipment		

Attachment: Auction List 11-12 (4319 : Selling District's Surplus/Obsolete - PublicSurplus.com)

SCHEDULED

REQUEST FOR APPROVAL (ID # 4293)

Request Approval of Bids to Vendors at Prices in Bid Documents in Accordance with Bid Policies and Statutes

ATTACHMENTS:

- Bids 11-12-13 (PDF)

PURCHASING AGENDA SUMMARY

November 12, 2013

(School Board Meeting Date)

Key to Bid Categories: **CAN** = Bid Cancellation, **CB** = Co-op Bid, **CT** = Contract Termination, **DN** = Direct Negotiation, **ER** = Emergency Ratification, **EX** = Bid Extension, **HPS** = Highest Point Score, **LRB** = Lowest Responsive Bid, **PB** = Piggy-Back Bid, **PS** = Professional Services, **RA** = Revised Award, **RB** = Re-Award Bid, **REJ** = Bid Rejection, **RFP** = Request for Proposal, **RN** = Bid Renewal, **SC** = State Contract, **SP** = Sale of Property, **SS** = Sole Source

<i>BID NUMBER</i>	<i>BID TITLE</i>	<i>BID CAT.</i>	<i>BID TERM</i>	<i>DESTINATION / REQUESTER</i>	<i>*FUND/ CC</i>	<i>**PROJECT /SUBPROJ</i>	<i>RECOMMENDED VENDOR</i>	<i>TOTAL \$ by VENDOR</i>	<i>TOTAL \$ of BID</i>	<i>COMMENTS</i>
14-640-040	Cafeteria Paper & Supply Products	LRB	2 yrs.	Food Service Dept. Art Dunham	0410/5470	9502	Peninsular Paper Company	4,000,000.00	4,000,000.00 (estimate)	
14-031-036	HVAC Filters & Frames	LRB	1 yr.	Facilities Planning, Design, and Construction Dept. Doug Schoel	Various	Various	Andrews Filter & Supply Corp.	240,000.00	240,000.00 (estimate)	
14-192-043	Floor Care Products	LRB	1 yr.	WPSC Warehouse Dept. Joe Zihala	0100/5800		American Chemical & Building Maintenance Supply Buckeye Cleaning Centers Gem Supply Company, Inc.	Unknown	200,000.00 (estimate)	

*Key to Fund Sources:

00: General Operating 0150: Workforce Development 03XX: Capital 0410: Food Service 0420: Contracted Programs 043X: ARRA Stimulus

Key to Categorical Sources:

XX: Referendum Funds

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Attachment: Bids 11-12-13 (4293 : Bids)

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(School Board Meeting Date)

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14-050-021	Art Supplies	LRB	1 yr.	WPSC Warehouse Joe Zihala	0100/5800		AFP Industries, Inc. Bennett Pottery & Ceramic Supply Business Stationers Bye-Mo'r, Inc., Commercial Art Supply Blick Art Materials Highwater Clays of Florida, Inc. Nasco Pyramid School Products School Specialty, Inc. Smith Office & Computer Supply Standard Stationery Supply Co.	1,218.00 6,556.00 2,980.00 2,181.00 6,417.00 378.66 6,235.00 3,918.00 128,041.00 1,846.00 9,862.00 2,337.00	171,970.00	
14-642-035	Classroom/ Office Paper Products	LRB	1 yr.	WPSC Warehouse Joe Zihala	0100/5800		AFP Industries, Inc. Bye-Mo'r, Inc. Office Depot, Inc. Pyramid School Products School Specialty, Inc.	1,546.00 560.00 30,102.00 20,901.00 96.00	53,205.00	

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14-785-050	Diplomas	LRB	3 yrs.	High School Education Dept. Rita Vasquez	0100/5850	2680/4106	Herff Jones, Inc.	45,000.00	45,000.00 (estimate)	
13-545- 242-RA	Machinery: CNC Lathe	RA	N/A	East Lake H/S Dave Barnes	0420/5700 0374/6181	B442 3299/3376	Haas Factory Outlet, LLC	59,862.00	59,862.00	<i>Rationale:</i> An Invitation to Bid was issued on 4/9/13 for a CNC Lathe and a Milling Machine to be purchased for pTEC Clearwater, 47 vendors were solicited, one response was received and the original contract value of \$113,715 was board approved on 6/11/13. An additional CNC Lathe is now requested for East Lake H/S and the vendor has agreed to hold the bid price of \$59,862 from the original contract.

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14-670-077-RN	Plumbing Supplies	RN	1 yr.	Maintenance Dept. Tony Peck	0100/5370		Interline Brands Inc. DBA Amsan Ferguson Enterprises, Inc. Hughes Supply Hydrologic Distribution Co. Noland Company	Unknown	900,000.00 (estimate)	
14-615-078-SC	Office & Classroom Supplies	SC	1 yr.	County Wide Linda Balcombe	Various	Various	Office Depot, Inc.	900,000.00	900,000.00 (estimate)	<i>Rationale:</i> Utilizing Florida State Contract #618-000-11-1.
14-480-071-SS	Sole Source AP Exams	SS	N/A	Advanced Studies Academic Excellence Dept. Judith Vigue	0100/6030	2644/4446	AP Exams	926,154.00	926,154.00	<i>Rationale:</i> These materials are exempt from bidding by the authority of School Board Rule 6A-1.012(11)(b).

*Key to Fund Sources:

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<i>BID NUMBER</i>	<i>BID TITLE</i>	<i>BID CAT.</i>	<i>BID TERM</i>	<i>DESTINATION / REQUESTER</i>	<i>*FUND/ CC</i>	<i>**PROJECT /SUBPROJ</i>	<i>RECOMMENDED VENDOR</i>	<i>TOTAL \$ by VENDOR</i>	<i>TOTAL \$ of BID</i>	<i>COMMENTS</i>
14-480-070-SS	Sole Source Examination Fees	SS	N/A	Palm Harbor University H/S St. Petersburg H/S Judith Vigue	0100/6030	2644/4801	International Baccalaureate	197,195.00	197,195.00	<i>Rationale:</i> This vendor is the publisher and holds the copyrights for these examination fees.
14-205-079-SS	Sole Source Software License	SS	39 mos.	CTAE Post Secondary Dept. David Barnes	0420/5750	B821	Houghton Mifflin Harcourt	150,688.00	150,688.00	<i>Rationale:</i> This vendor holds the copyrights and distribution rights to this unlimited software license.
14-205-066-SS	Sole Source Curriculum PE Online Licenses	SS	N/A	Pinellas Virtual School (K-12) Mandy Perry	0100/7023 0100/7023	9902 1120/4717	Carone Fitness Inc.	51,180.00	51,180.00	<i>Rationale:</i> The vendor holds the copyrights and the distribution rights of this online curriculum & licenses.

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Attachment: Bids 11-12-13 (4293 : Bids)

PURCHASING AGENDA ITEM

School Board of Pinellas County, Florida

10.22.a

School Board Meeting of: November 12, 2013**Bid No:** 14-640-040**Bid Title:** Cafeteria Paper & Supply Products**Original Bid No:** N/A

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☒ Lowest Responsive Bid
 ☐ Request for Proposal
 ☐ Reject Bids
 ☐ Piggy-Back Bid per 6A-1.012 (6)
 ☐ Sale of Property
☐ Revised Award *
 ☐ Highest Point Score
 ☐ Re-Award (partial/whole) *
 ☐ State Contract per 6A-1.012 (5)
☐ Renewal of Contract
 ☐ Contract/Bid Termination *
 ☐ Contract Extension * Term: _____
 ☐ Co-Op Bid
☐ Professional Services per FS 287.055
 ☐ Direct Negotiation per 6A-1.012 (14)
 ☐ Emergency Ratification *

Contract Period: 1/1/14 thru 12/31/15☐ N/A - One Time Purchase**Contract Value:** \$ 4,000,000.00

Contract Type:
☒ Estimated Dollar Amount
☐ Firm, Fixed Dollar Amount
☐ Firm, Fixed Unit Prices
☒ Firm, Fixed Fees or Discounts

Renewal Options:	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> Length of Each Term	<input type="checkbox"/> None
	2	6-months	1 - year	

*** Rationale/Reason**

☐ **Reason for Submittal to Board Under Separate Cover:**

Bidders Solicited: 87 Bids Received: 2 Late Bids: 0 Rejected Bids: 1 ☐ N/A - Bids Not Required

Submitted By: Linda M. Balcombe, CPPO, CPPB
Title: Director, Purchasing Department

For: Food Service Department

Requested By: Art Dunham
Title: Director, Food Service Department

Buyer: Jena Grage**Recommended award by vendor as follows:** (see attached)

PENINSULAR PAPER COMPANY (V-1725)

Provide and deliver all types of paper & supply products for delivery to approximately **119** District facilities. The **Fixed Fees** for each product will remain firm for the length of the contract period. The **Fixed Fee** includes the distributor's overhead, profit, freight, and handling charges, F.O.B Destination. The distributor may petition for product price increases every six months based upon published third-party market indicators.

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
1	BAG, BREAD	Poly bags, 8" x 4" x 18"	CASE	FORTUNE 127NMP	1000	\$1.85
2	BAG, PAPER 6#	Waxed white paper bags, 6#, automatic bottom	CASE	STEWART SUTHERLAND PEO6PP	1000	\$2.00
3	BAG, FOOD, ZIP CLOSE TOP, 1 GALLON	Plastic food bag, clear poly, zip close top, 1 gallon, approximate size 10" x 13"	CASE	ELKAY FZ1013	1000	\$2.00
4	BAG, FOOD, ZIP CLOSE TOP, SMALL	Plastic food bag, clear poly, zip close top, approximate size 6" x 6"	CASE	ELKAY F20606	1000	\$1.50
5	BAG, FRENCH FRY	White paper French fry bag, grease resistant, no imprint, top opening only, approximate size 4 1/2" x 3 1/2"	CASE	STEWART SUTHERLAND 03WC	2000	\$1.25
6	BAG, PAPER 5#	White paper bags, 5#m unwaxed	CASE	DURO	500	\$1.25
7	BAG, FREEZER STORAGE	Clear freezer storage bags, low density poly, flat bag, holds 18" x 26" x 2" pan, bag size 30" x 36", .0065 mil thickness	CASE	FORTUNE PEN034	250	\$1.75
8	BAG, PRINTED CHEESEBURGER	Clear high density poly bag, printed "CHEESEBURGER", 6 1/2" x 7"	CASE	ELKAY DP657CHB	2000	\$1.25
9	BAG, PRINTED CHICKEN	Clear high density poly bag, printed "CHICKEN", 6 1/2" x 7"	CASE	ELKAY DP657CHK	2000	\$1.25
10	BAG, PRINTED HAMBURGER	Clear high density poly bag, printed "HAMBURGER", 6 1/2" x 7"	CASE	ELKAY DP657HAM	2000	\$1.25

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
11	BAG, PRINTED HOT DOG	Clear high density poly bag, printed "HOT DOG", 6 1/2" x 7"	CASE	ELKAY DP5258HDG	2000	\$1.25
12	BAG, PRINTED MY PLATE	Clear high density poly bag, 5 color printed My Plate design, alternating color bags, 6 1/2" x 7"	CASE	AEP 2K650MP	2000	\$1.25
13	BAG, SANDWICH	Dry wax paper sandwich bag, 6 3/4" x 6 3/4"	CASE	STEWART SUTHERLAND 204-2	2000	\$2.00
14	BOWL, 5 OZ	Black 5 oz styrofoam bowl with lip, laminated with polystyrene	CASE	DART 5BWBQ	1000	\$1.85
15	BOWL, SIDE SALAD	8 oz round salad bowl, clear, fluted	CASE	DOUGLAS-STEPEHNS 408- 15	2000	\$2.50
16	BOWL, FRUIT	5 oz round fruit bowl, clear, fluted	CASE	DOUGLAS-STEPHENS 405- 10	2000	\$2.50
17	LID, SALAD AND FRUIT BOWLS	Dome lid to fit bid items 15 and 16, good snap fit	CASE	DOUGLAS-STEVENSON L-42	2000	\$2.50
18	BOWL, 12 OZ W/LIP	Black 12 oz styrofoam bowl with lip, laminated with polystyrene	CASE	DART 12BWBQ	1000	\$1.70
19	BOWL, 12 OZ, NO LIP	Styrofoam soup bowl, 12 oz without lip, unlaminated	CASE	DART 12SJ20	500	\$1.75
20	BOWL, 10 OZ, NO LIP	Styrofoam soup bowl, 10 oz without lip, unlaminated	CASE	DART 10B20	1000	\$2.00
21	LID, SOUP BOWLS	Vented lid to fit bid items 19 and 20	CASE	DART 20JL	1000	\$1.75
22	BOWL, 20 OZ, DINNERWARE	Black 20 oz styrofoam bowl, laminated, square dinnerware	CASE	GENPAK SQ70	500	\$2.25

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
23	LID, 20 OZ BOWL	Clear plastic lid to fit bid item 22, good snap fit	CASE	GENPAK SQ97	500	\$2.25
24	BOX, PIZZA 16"	Corrugated white pizza box, graphic on lid, 16" x 16" x 1.87"	CASE	STRONGHAVEN CSB16WK	50	\$1.50
25	BOX, PIZZA 7"	Corrugated pizza box, clear window, stock print, 7" x 7" x 1.5"	CASE	ARVCO	250	\$2.50
26	CARDBOARD CIRCLE 16"	16" corrugated cardboard circle	CASE	STRONGHAVEN PCB16WK	125	\$1.75
27	CONTAINER, DEEP CLAMSHELL	Clear plastic hinged container, 1 compartment, approximate 7.8" x 5.3" x 3"	CASE	DART C19UT1	250	\$1.85
28	CONTAINER, MEDIUM CLAMSHELL	Clear plastic hinged container, 1 compartment, approximate 7.6" x 7.6" x 2.9"	CASE	DART C90PST1	250	\$2.00
29	CONTAINER, SMALL CLAMSHELL	Clear plastic hinged container, 1 compartment, approximate 8.2" x 3.8" x 2.8"	CASE	DART C19UT1	250	\$2.00
30	CONTAINER, PAPER SOUP	Paper soup container, combo pack with lid, 8 oz, stock design	CASE	DOPECO 18263	250	\$2.00
31	CONTAINER, SMALL FOAM	Black foam food container, 5" x 5" x 3", insulated, hinged, rounded, pressed foam rib bottom	CASE	DART 50HT1	500	\$1.75
32	CONTAINER, CLEAR SALAD	Clear plastic salad container, 1 compartment, 6.5" x 5" x 1"	CASE	PARPAK 21896	1000	\$2.00
33	CONTAINER, CLEAR NACHO	Clear plastic nacho container, 2 compartment with corner compartment to hold 3.5 oz, 6.5" x 5" x 1.5", minimum 10 mil.	CASE	PARPAK 21897	1000	\$2.00
34	LID, CONTAINERS	Clear plastic lid to fit items 32 and 33	CASE	PARPAK 21939	1000	\$2.25
35	CONTAINER, 3 COMPARTMENT	Black foam 3 compartment container, hinged, 9" x 9" x 3.25", 1 large and 2 small compartments	CASE	GENPAK 203VW-3L	200	\$1.75

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
36	COVER, BUN PAN RACK	Cover for bun pan rack, plastic for food, approximate size 52" x 80", on roll	CASE	INTEPLAST BRC52X80	50	\$1.75
37	CUP, 2 OZ PORTION	Poly cup, 2 oz portion, round base, firmly constructed top to bottom, translucent	CASE	DART 200PC	2500	\$2.00
38	LID, 2 OZ CUP	Lid for bid item 37, good snap fit, non-slotted	CASE	DART 200PCL	2500	\$2.00
39	CUP, 4 OZ SQUARE	Black plastic 4 oz. cup, square with lip	CASE	PARPAK 21927	2500	\$1.75
40	CUP, 6 OZ SQUARE	Black plastic 6 oz. cup, square with lip	CASE	PARPAK 21860	2000	\$2.50
41	LID, 4 OZ CUP	Lid for bid items 39 and 40, good snap fit, non- slotted	CASE	PARPAK 29332	2500	\$2.50
42	CUP, 8 OZ RECTANGLE	Black plastic 8 oz portion cup, rectangle with lip, 12.5 mil	CASE	PARPAK 21980	1000	\$2.00
43	LID, 8 OZ RECTANGLE	Lid for bid item 42, good snap fit, non-slotted	CASE	PARPAK 21879	1000	\$2.00
44	CUP, 5 OR 5.5 OZ	Plastic cup, 5 or 5.5 oz, squat/portion, round base, firmly constructed top to bottom, clear or translucent	CASE	DART 550PC	2500	\$2.00
45	LID, 5 OR 5.5 OZ CUP	Lid for bid item 44, good snap fit, non-slotted	CASE	DART 400PCL	2500	\$2.25
46	CUP, 8 OZ FOAM	8 oz foam cup	CASE	DART 8J8	1000	\$1.75
47	LID, 8 OZ CUP	Lid for bid item 46, good snap fit, vented	CASE	DART 8JL	1000	\$1.50
48	CUP, 16 OZ CLEAR	Clear plastic 16 oz cup, must have fitted insert and flat lid available	CASE	FABRIKAL NC16S	1000	\$2.25
49	CUP, 12 OZ CLEAR	Clear plastic 12 oz cup, must have fitted insert and flat lid available	CASE	FABRIKAL NC12S	1000	\$2.25
50	INSERT, 2 OZ	Clear plastic 2 oz insert for bid items 48 and 49	CASE	FABRIKAL C14	1000	\$2.25
51	LID, 12 AND 16 OZ CUPS	Clear plastic lid to fit bid items 48 and 49, good snap fit	CASE	FABRIKAL LKC16/24F	1000	\$2.25

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
52	CUP, 12 OZ FOAM	12 oz foam cup	CASE	DART 12J12	1000	\$1.80
53	LID, 12 OZ FOAM CUP	Vented lid to fit bid item 52, good snap fit	CASE	DART 12JL	1000	\$1.50
54	CUP, 10 OZ FOAM	10 oz foam cup, thin walled, super insulating, hot drink graphics	CASE	DART 10J10H	1000	\$2.00
55	LID, 10 OZ FOAM CUP	Vented lid for bid item 54, good snap fit	CASE	DART 10JL	1000	\$1.50
56	CUP, 16 OZ FOAM	16 oz foam cup	CASE	DART 16J16	1000	\$2.25
57	CUP, 20 OZ FOAM	20 oz foam cup	CASE	DART 20J16	500	\$2.25
58	LID, 16 OZ AND 20 OZ FOAM CUP	Slotted lid for bid items 56 and 57, good snap fit	CASE	DART 16SL	1000	\$2.00
59	CUP, 1 OZ PAPER	1 oz paper portion cup, pleated	CASE	GENPAK F100	5000	\$2.00
60	DISH, 8 OZ CASSEROLE	Black foam 8 oz casserole dish for hot food	CASE	DART 8CDBQR	1000	\$2.00
61	LID, CASSEROLE	Dome lid to fit bid item 60, good snap fit	CASE	DART CL8CD	1000	\$2.25
62	DISH, 5 OZ DESSERT	5 oz round dessert dish, clear, flat bottom, squat, must have domed lid to fit with 1.75 oz hole in top	CASE	FABRIKAL DE5	1000	\$2.50
63	LID, DESSERT, DOME	Domed lid for bid item 62, must have 1.75 hole in center of top, good snap fit	CASE	FABRIKAL DLKC16/24S	1000	\$2.50
64	LID, DESSERT, FLAT	Flat lid for bid item 62, good snap fit	CASE	FABRIKAL LKC16/24F	1000	\$2.25
65	FILM, PLASTIC	Polywrap plastic film, 18" x 2000', 50 gauge, semi-shrink, safety cutter blade, anti-fog, in dispenser box	ROLL	WESTERN 182	1	\$1.75
66	FILM, 12" X 12"	Perforated clear PVC film, 12" x 12", all purpose, 1600 sheets per roll, dispenser box	ROLL	AEP 30011212	1	\$1.75
67	FILM, 16" X 16"	Perforated clear PVC film, 16" x 16", all purpose, dispenser box	ROLL	AEP 30011616	1	\$1.75

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
68	FOIL, ALUMINUM	Aluminum foil, 18" x 500', heavy-duty, in cutter dispenser box	ROLL	WESTERN 297	1	\$1.75
69	FILTERS, COFFEE	Coffee filters	CASE	BUNN BNNTA	504	\$2.00
70	FOOD PAIL, ORIENTAL PINT	Oriental food pail, pint, no wire handle, stock print	CASE	ROCKTENN 16MWPAGODAM	450	\$2.25
71	LINER, CUPCAKE	Cupcake liners, baking paper, 4.5" diameter	PACKAGE	ROYAL RP200-45	500	\$1.25
72	LINER, PAN	White pan liner for baking, 16.375" x 24.375"	CASE	HANDIWACKS PL-25-1	1000	\$2.00
73	NAPKINS	Paper napkins, white, for dispenser, 8.5" x 13", cartridge type, single pull, vendor to supply dispensers at no charge	CASE	SCA DX900	6000	\$2.00
74	PACKET, NAPKIN & SPIKED STRAW	Napkin & spiked straw kit, wrapped in clear food grade film, single service	CASE	NUTRIBON 3656	1000	\$1.75
75	PACKET, SPORK, SPIKED STRAW, NAPKIN	Napkin, spork, spiked straw kit, wrapped in clear food grade film, single service	CASE	NUTRIBON 3608P	1000	\$1.75
76	PACKET, SPOON, SPIKED STRAW, NAPKIN	Napkin, spoon, spiked straw kit, wrapped in clear food grade film, single service	CASE	NUTRIBON 6013P	1000	\$1.75
77	PAPER, DELI, WHITE	Dry wax sandwich wrap, 15" x 15"	CASE	CUSTOM PKG PPC1515	3000	\$2.50
78	PAPER, DELI, RED CHECK	Dry wax deli paper, red check, 8" x 10.75", flat pack	CASE	CUSTOM PKG 8X10REDCHECK	5000	\$2.50
79	PAPER, PATTY	Treated patty paper, 5.5" x 5.5"	BOX	HANDIWACKS P-55	1000	\$1.00
80	PLATE, 6" FOAM	6" round plate, foam-laminated polystyrene, black	CASE	DART 6PBQR	1000	\$1.75

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
81	PLATE, 10"	10" Round plate, 3-compartment, foam-laminated polystyrene, black	CASE	GENPAK LAM13-3L	500	\$2.00
82	PLATTER	Black platter, foam-laminated polystyrene, approximately 7" x 9"	CASE	DART 9PRBQR	500	\$1.75
83	SCOOP, FRENCH FRY	Scoop for portioning and serving French fries, 4.5 oz, flat bottom	CASE	SCT 0723	1000	\$2.00
84	SCOOP, POPCORN CHICKEN	Scoop for portioning and serving food, approximate 4.5" x 4", "pop-up", flat bottom	CASE	SCT 45PINE	1000	\$2.25
85	STIRRER, COFFEE	Coffee stirrer, 5", poly, stripe	BOX	CARDINAL 50P	1000	\$1.00
86	STRAW, SPIKED	Puncture straw with slanted edge, polypropylene, individually wrapped, for use with sip pouch, approximately 5"	CASE	D & W SSW24-500R	12,000	\$2.00
87	STRAW, SLIM	Slim plastic milk straw, translucent, individually wrapped, approximately 5.25"	CASE	D & W MSW24-500S	12,000	\$2.00
88	STRAW, JUMBO	Jumbo plastic straw, translucent, individually wrapped, 7.75"	BOX	D & W DSJW24-500T	500	\$1.00
89	STRAW, JUMBO SHORT	Jumbo plastic straw, translucent, bulk, 5.75"	CASE	D & W JMSU50-250T	12,500	\$2.00
90	TOOTHPICKS	Round wood toothpicks	PACKAGE	ROYAL R820	800	\$1.00
91	TOOTHPICKS, FRILL	Long round wood toothpicks with frill, 3"	BOX	ROYAL R811W	1000	\$1.00
92	TRAY, SMALL CARRY	Paper carry tray, food grade paper, Kraft, 9.75" x 6" x 1"	CASE	SQP 9875	500	\$1.75
93	TRAY, LARGE CARRY	Paper carry tray, food grade coating, Kraft, checkered pattern inside in red, 10.5" x 7.5" x 1.5", side walls at 25% angle	CASE	SCT 05902/0590	250	\$1.75

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
94	TRAY, FOOD, 1/4#	Black paper food tray, 1/4#, coated, French fry type	CASE	SCT 30BK025	1000	\$1.75
95	TRAY, FOOD, 1/2#	Paper food tray, 1/2#, coated, red check design, approximate 2.125" x 3.5" x 1.625"	CASE	SQP 8708	1000	\$1.75
96	TRAY, FOOD, 1#	Paper food tray, 1#, coated, green check design, approximate 2.44" x 3.94" x 1.75"	CASE	SQP 8711	1000	\$1.75
97	TRAY, LUNCH, 5 COMPARTMENT	Black 5 compartment lunch tray, foam, double- laminated, packed in cardboard box, approximate 8.25" x 10.25" x 1"	CASE	GENPAK 10500-PW	500	\$1.75
98	TRAY, MEAT	Black shallow meat tray, styrofoam, approximate 8" x 7"	CASE	GENPAK 1020S-3L	500	\$1.75
99	TRAY, PIZZA SLICE	White wedge pizza tray, flat with fold-up sides, 1 mil, poly coated	CASE	ROYAL RPSH1000	1000	\$2.00
100	UTENSIL, FORK	Polypropylene fork, medium weight, white, approximate 6", nested in 100 count packs	CASE	NUTRIBON 3640	1000	\$1.75
101	UTENSIL, KNIFE	Polypropylene knife, medium weight, white, approximate 6.5", nested in 100 count packs	CASE	NUTRIBON 3641	1000	\$1.75
102	UTENSIL, TEASPOON	Polypropylene teaspoon, medium weight, white, approximate 5.75", nested in 100 count packs	CASE	NUTRIBON 3642	1000	\$1.75
103	UTENSIL, SOUP SPOON	Polypropylene soup spoon, medium weight, white, approximate 5.75", nested in 100 count packs	CASE	NUTRIBON 3643	1000	\$1.75
104	UTENSIL, FORK DISPENSER-TYPE	Fork refill for Smartstock dispenser	CASE	DIXIE DIXSSF21P	960	\$1.80
105	UTENSIL, KNIFE DISPENSER-TYPE	Knife refill for Smartstock dispenser	CASE	DIXIE DIXSSK21P	960	\$1.80

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
106	UTENSIL, SPOON DISPENSER-TYPE	Spoon refill for Smartstock dispenser	CASE	DIXIE DIXSS21-	960	\$1.80
107	WRAP, FOIL, QUILTED	Foil wrap quilted with paper lining for hot sandwiches, 10.5" x 14"	CASE	VOLFLEX FS004	2500	\$2.00
108	WRAP, FOIL, INTERFOLD	Foil wrap, interfold, 9" x 10.5"	CASE	WESTERN 632	3000	\$2.50
109	GLOVE, POLYETHYLENE	Polyethylene gloves, single use, low density, USDA food grade, sizes Small, Medium, Large, and Xlarge	BOX	SAFETY-ZONE GDPE	1000	\$1.25
110	GLOVE, POLY BLEND	Multi-purpose poly-blend gloves, powder-free, close-fitting, USDA food grade, sizes Small, Medium, Large, and Xlarge, 10 boxes of 100 per case	CASE	TRADEX EF6510	1000	\$1.75
111	GLOVE, STRETCH VINYL	Multi-purpose stretch vinyl gloves, powdered, close-fitting, USDA food grade, sizes Small, Medium, Large, and Xlarge, 10 boxes of 100 per case	CASE	TRADEX VS5121W	1000	\$2.25
112	GLOVE, LATEX, 10"-12"	Latex gloves, flocked, lined, for cleaning and hand washing pots and pans, 10" - 12" length, sizes Small, Medium and Large	PACKAGE	SAFETY-ZONE GRFY	12 PAIR	\$2.00
113	GLOVE, LATEX, 15"-16"	Latex gloves, flocked, lined, for cleaning and hand washing pots and pans, elbow-length, 15" - 16" length, sizes Small, Medium and Large	PACKAGE	SAFETY-ZONE GNGF	12	\$2.00
114	HAIRNETS, HEAVY DUTY	Heavy duty hairnets, size 21", nylon, colors White and Brown	BAG	SAFETY-ZONE DPLW-21-1	100	\$1.50
115	HAIRNETS, LIGHT WEIGHT	Light weight hairnets, size 22", colors White, Brown, and Black	BOX	SAFETY-ZONE DPLW-22- COLOR	144	\$1.50
116	HAT, CHEF	Beret type chef hat, black, disposable	CASE	ROYAL	1000	\$2.50

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
117	LINER, CAN 33 GALLON	Can liner, 33 gallon capacity, USDA food grade, 33" x 39", 12 microns	CASE	FORTUNE PINELLAS01	250	\$1.50
118	LINER, CAN 56 GALLON	Can liner, 56-60 gallon capacity, USDA food grade, 43" X 46", 13 microns	CASE	FORTUNE PINELLAS02	200	\$1.50
119	PAD, SCOURING	Medium duty scouring pad, commercial grade, 100% nylon, 6" x 9	CASE	ROYAL S960	60	\$1.50
120	WIPER, FOODSERVICE	Foodservice wiper, 13" x 21", thick, soft, absorbent	CASE	HOSPECO FS-N8120	200	\$1.50
121	DISPENSER, FORK	Smartstock dispenser for forks, bid item 104	EACH	DIXIE DIXSSFPDSP	1	\$1.75
122	DISPENSER, KNIFE	Smartstock dispenser for knives, bid item 105	EACH	DIXIE DIXSSKPDSP	1	\$1.75
123	DISPENSER, SPOON	Smartstock dispenser for spoons, bid item 106	EACH	DIXIE DIXSSSPDSP	1	\$1.75
124	DISPENSER CAROUSEL	Carousel to hold 3 Smartstock cutlery dispensers	EACH	DIXIE DIXSSC3	1	\$1.75
125	DISPENSER CAROUSEL FLOOR STAND	Floor stand to hold Smartstock dispenser carousel	EACH	DIXIE DIXSSBASE08	1	\$2.00
126	DISPENSER FLOOR STAND WHEELS	Wheels for Smartstock dispenser floor stand, pack of 4	PACK	DIXIE DIXSMRTSTKWHL	1	\$1.00
127	DISPENSER, NAPKIN, TOWER	Napkin dispenser, single pull, black tower type on stand, for bid item 73	EACH	SCA 32XPS	1	\$1.00
128	DISPENSER, NAPKIN, TABLE TOP	Napkin dispenser, single pull, black tabletop, for bid item 73	EACH	SCA 32XPT	1	\$1.00
129	DISPENSER, NAPKIN, COUNTER TOP	Napkin dispenser, single pull, black countertop, for bid item 73	EACH	SCA 32XPC	1	\$1.00

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
130	FILM 14" STRETCH	Stretch film, auto wrapper, 72 gauge minimum, must fit "Workhorse Wrapper", 14" x 4000'	ROLL	AEP 35181400	1	\$2.00
131	FILM 17" STRETCH	Stretch film, auto wrapper, 72 gauge minimum, must fit "Workhorse Wrapper", 17" x 4000'	ROLL	AEP 35181700	1	\$2.00
132	BAG SEALING SYSTEM	Bag sealing system to include bag stand and sealer for sealing poly bags on header with tape	EACH	ECON-O-PAC EPAC4	1	\$2.50
133	BAG, COLD	Poly cold bags on header, 9" x 11" x 2.5", must fit bid item 132	CASE	ECON-O-PAC BB91GNV	3000	\$2.00
134	SEALING TAPE	Produce sealing tape for dispenser use, 3/8" x 180 yard, must have 5 different colors, for use with bid item 132	ROLL	CANTECH 222 COLORS	1	\$0.50
135	TRAY, FOAM, LARGE	Black foam tray, 9.25" x 7.25" x 1.125"	CASE	GENPAK 4D	500	\$1.80
136	TRAY, FOAM, SMALL	Black foam tray, processor grade, heavy duty, 6.25" x 6.25" x 1.125"	CASE	GENPAK TR02RT-3L	500	\$2.00

PURCHASING AGENDA ITEM

School Board of Pinellas County, Florida

10.22.a

School Board Meeting of: November 12, 2013**Bid No:** 14-031-036**Bid Title:** HVAC Filters & Frames**Original Bid No:** N/A

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☒ Lowest Responsive Bid
 ☐ Request for Proposal
 ☐ Reject Bids
 ☐ Piggy-Back Bid per 6A-1.012 (6)
 ☐ Sale of Property
☐ Revised Award *
 ☐ Highest Point Score
 ☐ Re-Award (partial/whole) *
 ☐ State Contract per 6A-1.012 (5)
☐ Renewal of Contract
 ☐ Contract/Bid Termination *
 ☐ Contract Extension * Term: _____
 ☐ Co-Op Bid
☐ Professional Services per FS 287.055
 ☐ Direct Negotiation per 6A-1.012 (14)
 ☐ Emergency Ratification *

Contract Period: 11/14/13 thru 11/13/14☐ N/A - One Time Purchase**Contract Value:** \$ 240,000.00

Contract Type:
☒ Estimated Dollar Amount
☐ Firm, Fixed Dollar Amount
☒ Firm, Fixed Unit Prices
☐ Firm, Fixed Fees or Discounts

Renewal Options:

No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> Length of Each Term	<input type="checkbox"/> None
2	6-months	1 - year	

**** Rationale/Reason***

☐ ***Reason for Submittal to Board Under Separate Cover:***

 Bidders Solicited: 127
 Bids Received: 1
 Late Bids: 0
 Rejected Bids: 1
☐ N/A - Bids Not Required

Submitted By: Linda M. Balcombe, CPPO, CPPB
Title: Director, Purchasing Department

For: County Wide

Requested By: Edward Ural
Title: Director, Facilities Planning, Design, and Construction Department

Buyer: Nick Sparta***Recommended award by vendor as follows: (see attached)***

Section 1**Section 1A: Metal Filter Frames 1" Thick**

Terms Item Number	Surface Area in Square Inches (no dimension to exceed 34")	Depth	Manufacturer & Part Number Bid	Price per Frame
03110101	1"-199"	1"	AFS F7	\$1.50
03110102	200"-350"	1"	AFS F7	\$2.00
03110103	351"-499"	1"	AFS F7	\$2.30
03110104	500"-650"	1"	AFS F7	\$3.60
03110105	651"-800"	1"	AFS F7	\$4.10
03110106	801"-950"	1"	AFS F7	\$4.40
03110107	951"-1100"	1"	AFS F7	\$4.70
03110108	1101"-1250"	1"	AFS F7	\$5.20

Section 1B: Metal Filter Frames 2" Thick

Terms Item Number	Surface Area in Square Inches (no dimension to exceed 34")	Depth	Manufacturer & Part Number Bid	Price per Frame
03110201	1"-199"	2"	AFS F7	\$2.00
03110202	200"-350"	2"	AFS F7	\$2.60
03110203	351"-499"	2"	AFS F7	\$3.00
03110204	500"-650"	2"	AFS F7	\$3.60
03110205	651"-800"	2"	AFS F7	\$4.10
03110206	801"-950"	2"	AFS F7	\$4.70
03110207	951"-1100"	2"	AFS F7	\$5.20
03110208	1101"-1250"	2"	AFS F7	\$5.70

Section 2

Section 2A: Non-Woven Synthetic Filter Media; Rolls/Bonded Fibers. Filtration Group. Standard roll widths are 20" and 25". **Note: The desired length and width of roll must be indicated.

Terms Item Number	Manufacturer & Part Number Bid	Thickness	Maximum Roll Length and Width	Price per Square Foot
03122021	VL500	½"	135'	\$0.11
03122121	VL1000	1"	90'	\$0.15
03122221	VL2000P	2"	45'	\$0.22

ANDREWS FILTER AND SUPPLY CORP. (V-12742) Cont'd**Section 2B: Non-Woven Synthetic Filter Media; Pre-Cut Pads/Bonded Fibers.**

****Note: The desired length and width of pad must be indicated when placing order.**

Terms Item Number	Manufacturer & Part Number Bid	Thickness	Price per Square Foot
03122001	VL500	½"	\$0.12
03122101	VL1000P	1"	\$0.16
03122201	VL2000P	2"	\$0.23

Section 3**Section 3A: Flat Panel Type 1" Thick Disposable Filter-Custom Sizes/AFS**

Terms Item Number	Surface Area (square-inches)	Thickness	Manufacturer & Part Number Bid	Price per Filter
03132190	1"-199"	1"	AFS - PSM	\$1.00
03132191	200"-350"	1"	AFS - PSM	\$2.00
03132192	351"-499"	1"	AFS - PSM	\$2.50
03132193	500"-650"	1"	AFS - PSM	\$2.70
03132194	651"-800"	1"	AFS - PSM	\$2.80
03132195	801"-950"	1"	AFS - PSM	\$2.90
03132196	951"-1100"	1"	AFS - PSM	\$2.95
03132197	1101"-1250"	1"	AFS - PSM	\$3.10

Section 3B: Flat Panel Type 2" Thick Disposable Filter-Custom Sizes/AFS

Terms Item Number	Surface Area (square-inches)	Thickness	Manufacturer & Part Number Bid	Price per Filter
03132290	1"-199"	2"	AFS - PSM	\$1.50
03132291	200"-350"	2"	AFS - PSM	\$2.00
03132292	351"-499"	2"	AFS - PSM	\$2.60
03132293	500"-650"	2"	AFS - PSM	\$2.80
03132294	651"-800"	2"	AFS - PSM	\$3.10
03132295	801"-950"	2"	AFS - PSM	\$3.30
03132296	951"-1100"	2"	AFS - PSM	\$3.60
03132297	1101"-1250"	2"	AFS - PSM	\$4.10

Attachment: Bids 11-12-13 (4293 : Bids)

ANDREWS FILTER AND SUPPLY CORP. (V-12742) Cont'd**Section 4****Section 4A: Pleated Disposable Filters, 1" Thick, 30% Efficiency/MERV 8A**

Terms Item Number	Nominal Size	Thickness	Manufacturer & Part Number Bid	Price per Filter
03143101	10" x 20"	1"	054862-016	\$2.45
03143102	12" x 24"	1"	054862-010	\$3.21
03143103	14" x 20"	1"	054862-006	\$2.98
03143104	14" x 25"	1"	054862-007	\$3.98
03143105	15" x 20"	1"	054862-008	\$3.47
03143106	16" x 20"	1"	054862-001	\$3.10
03143107	16" x 25"	1"	054862-004	\$3.80
03143108	18" x 24"	1"	054862-028	\$4.32
03143109	20" x 20"	1"	054862-002	\$3.85
03143110	20" x 25"	1"	054862-003	\$4.55
03143111	24" x 24"	1"	054862-005	\$5.16

Section 4B: Pleated Disposable Filters, 1" Thick, 30% Efficiency-Custom Sizes/MERV 8A

Terms Item Number	Surface Area (square inches)	Thickness	Manufacturer & Part Number Bid	Price per Filter
03143190	1"-199"	1"	AN - 30	\$3.80
03143191	200"-350"	1"	AN - 30	\$4.50
03143192	351"-499"	1"	AN - 30	\$5.10
03143193	500"-650"	1"	AN - 30	\$6.00
03143194	651"-800"	1"	AN - 30	\$6.80
03143195	801"-950"	1"	AN - 30	\$8.80
03143196	951"-1100"	1"	AN - 30	\$12.50
03143197	1101"-1250"	1"	AN - 30	\$13.50

Attachment: Bids 11-12-13 (4293 : Bids)

ANDREWS FILTER AND SUPPLY CORP. (V-12742) Cont'd**Section 4C: Pleated Disposable Filters, 2" Thick, 30% Efficiency/MERV 8A/Camfil**

Terms Item Number	Nominal Size	Thickness	Manufacturer & Part Number Bid	Price per Filter
03143201	12" x 20"	2"	049880-007	\$4.28
03143202	12" x 24"	2"	049880-006	\$3.56
03143203	14" x 20"	2"	049880-009	\$3.27
03143204	14" x 25"	2"	049880-010	\$3.98
03143205	15" x 20"	2"	049880-011	\$3.56
03158402	16" X 16"	2"	049880-019	\$4.66
03143206	16" x 20"	2"	049880-001	\$3.74
03158403	16" X 24"	2"	049880-016	\$4.31
03143207	16" x 25"	2"	049880-004	\$4.51
03143208	18" x 20"	2"	049880-013	\$5.40
03143209	18" x 24"	2"	049880-015	\$4.41
03143210	18" x 25"	2"	049880-014	\$5.71
03143211	20" x 20"	2"	049880-002	\$4.30
03143212	20" x 24"	2"	049880-012	\$4.89
03143213	20" x 25"	2"	049880-003	\$5.24
03143214	24" x 24"	2"	049880-005	\$5.88
03143215	25" x 25"	2"	049880-018	\$6.74

Section 4D: Pleated Disposable Filters, 2" Thick, 30% Efficiency-Custom Sizes/MERV 8A/AFS

Terms Item Number	Surface Area (square inches)	Thickness	Manufacturer & Part Number Bid	Price per Filter
03143290	1"-199"	2"	AN - 30	\$5.50
03143291	200"-350"	2"	AN - 30	\$6.00
03143292	351"-499"	2"	AN - 30	\$8.00
03143293	500"-650"	2"	AN - 30	\$10.00
03143294	651"-800"	2"	AN - 30	\$11.00
03143295	801"-950"	2"	AN - 30	\$12.00
03143296	951"-1100"	2"	AN - 30	\$13.00
03143297	1101"-1250"	2"	AN - 30	\$14.00

Section 4E: Pleated Disposable Filters, 4" Thick, 30% Efficiency/MERV 8A/Camfil

Terms Item Number	Nominal Size	Thickness	Manufacturer & Part Number Bid	Price per Filter
03143401	12" x 24"	4"	59413-002	\$6.58
03143402	16" x 20"	4"	59413-004	\$6.94
03143403	16" x 25"	4"	59413-005	\$8.05
03143404	18" x 24"	4"	59413-009	\$7.99
03143405	20" x 20"	4"	59413-003	\$7.34
03143406	20" x 24"	4"	59413-008	\$9.27
03143407	20" x 25"	4"	59413-006	\$9.84
03143408	24" x 24"	4"	59413-001	\$9.64

Attachment: Bids 11-12-13 (4293 : Bids)

ANDREWS FILTER AND SUPPLY CORP. (V-12742) Cont'd**Section 4F: Pleated Disposable Filters, 4" Thick, 30% Efficiency-Custom Sizes/MERV 8A/AFS**

Terms Item Number	Surface Area (square inches)	Thickness	Manufacturer & Part Number Bid	Price per Filter
03143490	1"-199"	4"	AN - 30	\$3.10
03143491	200"-350"	4"	AN - 30	\$4.10
03143492	351"-499"	4"	AN - 30	\$5.20
03143493	500"-650"	4"	AN - 30	\$6.20
03143494	651"-800"	4"	AN - 30	\$12.00
03143495	801"-950"	4"	AN - 30	\$7.30
03143496	951"-1100"	4"	AN - 30	\$8.30
03143497	1101"-1250"	4"	AN - 30	\$9.40

Section 5**Section 5: Extended surface mini-pleated filters; 65% efficiency / MERV 11/Flanders******Note: MERV 11 rated filters are recommended for use behind 2" MERV 8A pre-filters.**

Terms Item Number	Efficiency	Nominal Size	Manufacturer & Part Number	Price per Filter
03156402	65%	12" x 24" x 4"	86655.041224	\$19.82
03156403	65%	16" x 20" x 4"	86655.041620	\$23.54
03156404	65%	16" x 25" x 4"	86655.041625	\$32.61
03156405	65%	18" x 24" x 4"	86655.041824	\$26.20
03156406	65%	20" x 20" x 4"	86655.042020	\$26.70
03156407	65%	20" x 24" x 4"	86655.042024	\$25.61
03156408	65%	20" x 25" x 4"	86655.042025	\$31.50
03156409	65%	24" x 24" x 4"	86655.042424	\$30.65

Section 6**Section 6A: Pleated Rigid Disposable Filter, 4" Deep with Header; 65% Efficiency / MERV 11/Camfil**

Terms Item Number	Efficiency	Nominal Size	Manufacturer & Part Number	Price per Filter
03168611	65%	12" x 24" x 4"	855146-002	\$29.40
03168612	65%	20" x 20" x 4"	855146-001	\$40.00
03168613	65%	20" x 24" x 4"	855146-003	\$43.75
03168614	65%	24" x 24" x 4"	855146-004	\$43.75

ANDREWS FILTER AND SUPPLY CORP. (V-12742) Cont'd**Section 6B: Pleated Rigid Disposable Filter, 6" Deep with Header; 65% Efficiency / MERV 11/Flanders**

Terms Item Number	Efficiency	Nominal Size	Manufacturer & Part Number	Price per Filter
03166611	65%	12" x 24" x 6"	PRP65G-2406H	\$30.00
03166612	65%	20" x 20" x 6"	PRP65G-0006H	\$32.40
03166613	65%	20" x 24" x 6"	PRP65G-0406H	\$34.80
03166614	65%	24" x 24" x 6"	PRP65G-4406H	\$37.20

Section 6C: Pleated Rigid Disposable Filter, 12" Deep with Header; 65% Efficiency / MERV 11/Camfil

Terms Item Number	Efficiency	Nominal Size	Manufacturer & Part Number	Price per Filter
03166601	65%	12" x 24" x 12"	402995-004	\$49.20
03166602	65%	20" x 20" x 12"	402995-010	\$54.83
03166603	65%	20" x 24" x 12"	402995-007	\$60.00
03166604	65%	24" x 24" x 12"	402995-001	\$64.80

Section 7**Section 7: Non-Supported Extended Surface Bag Filter W/ Nominal 1" Header, 65%, Efficiency/MERV 11/Flanders**

Terms Item Number	Efficiency	Nominal Size	Manufacturer & Part Number Bid	Price per Filter
03186701	65%	12"x 24" x 15"	PAP565S2415	\$14.13
03186702	65%	24"x 24" x 15"	PAP1065S2415	\$19.60
03186703	65%	12"x 24" x 22"	PAP565S12422	\$14.80
03186704	65%	24" x 24" x 22"	PAP10654422	\$23.35
03186705	65%	12" x 24" x 30"	PAP5652430	\$16.95
03186706	65%	24" x 24" x 30"	PAP10654430	\$27.64

Attachment: Bids 11-12-13 (4293 : Bids)

ANDREWS FILTER AND SUPPLY CORP. (V-12742) Cont'd**Section 8****Section 8A: Aluminum Mesh Permanent Filters, Custom ½" thick Sizes**

Terms Item Number	Surface Area (square inches)	Thickness	Manufacturer & Part Number Bid	Price per Filter
03186719	0" - 49"	½"	AFS – P6	\$2.00
03186720	50" - 99"	½"	AFS – P6	\$3.00
03186721	100" - 149"	½"	AFS – P6	\$4.00
03186722	150" - 199"	½"	AFS – P6	\$5.00
03186723	200" - 249"	½"	AFS – P6	\$6.00
03186724	250"-299"	½"	AFS – P6	\$7.00
03186725	300" - 349"	½"	AFS – P6	\$8.00
03186726	350" - 399"	½"	AFS – P6	\$9.00
03186727	400" - 449"	½"	AFS – P6	\$10.00
03186728	450" - 499"	½"	AFS – P6	\$11.00
03186729	500" - 549"	½"	AFS – P6	\$12.00
03186730	550"-599"	½"	AFS – P6	\$13.00
03186731	600" - 649"	½"	AFS – P6	\$14.00
03186732	650" - 699"	½"	AFS – P6	\$15.00
03186733	700" - 749"	½"	AFS – P6	\$16.00
03186734	750" - 799"	½"	AFS – P6	\$17.00
03186735	800" - 849"	½"	AFS – P6	\$18.00
03186736	850" - 899"	½"	AFS – P6	\$19.00

Section 8B: Aluminum Mesh Permanent Filters, Custom 1" thick Sizes

Terms Item Number	Area (square inches)	Thickness	Manufacturer & Part Number Bid	Price per Filter
03186749	0" - 49"	1"	AFS – P6	\$2.00
03186750	50" - 99"	1"	AFS – P6	\$3.00
03186751	100" - 149"	1"	AFS – P6	\$4.00
03186752	150" - 199"	1"	AFS – P6	\$5.00
03186753	200" - 249"	1"	AFS – P6	\$6.00
03186754	250"-299"	1"	AFS – P6	\$7.00
03186755	300" - 349"	1"	AFS – P6	\$8.00
03186756	350" - 399"	1"	AFS – P6	\$9.00
03186757	400" - 449"	1"	AFS – P6	\$10.00
03186758	450" - 499"	1"	AFS – P6	\$11.00
03186759	500" - 549"	1"	AFS – P6	\$12.00
03186760	550"-599"	1"	AFS – P6	\$13.00
03186761	600" - 649"	1"	AFS – P6	\$14.00
03186762	650" - 699"	1"	AFS – P6	\$15.00
03186763	700" - 749"	1"	AFS – P6	\$16.00
03186764	750" - 799"	1"	AFS – P6	\$17.00
03186765	800" - 849"	1"	AFS – P6	\$18.00
03186766	850" - 899"	1"	AFS – P6	\$19.00

Attachment: Bids 11-12-13 (4293 : Bids)

ANDREWS FILTER AND SUPPLY CORP. (V-12742) Cont'd**Section 8C: Aluminum Mesh Permanent Filters, Custom 2" thick Sizes**

Terms Item Number	Area (square inches)	Thickness	Manufacturer & Part Number Bid	Price per Filter
03186773	0"- 49"	2"	AFS – P6	\$7.00
03186774	50"- 99"	2"	AFS – P6	\$8.00
03186775	100"- 149"	2"	AFS – P6	\$8.00
03186776	150"- 199"	2"	AFS – P6	\$9.00
03186777	200"- 249"	2"	AFS – P6	\$9.00
03186778	250"-299"	2"	AFS – P6	\$10.00
03186779	300"- 349"	2"	AFS – P6	\$11.00
03186780	350"- 399"	2"	AFS – P6	\$11.00
03186781	400"- 449"	2"	AFS – P6	\$12.00
03186782	450"- 499"	2"	AFS – P6	\$12.00
03186783	500"- 549"	2"	AFS – P6	\$13.00
03186784	550"-599"	2"	AFS – P6	\$13.00
03186785	600"- 649"	2"	AFS – P6	\$14.00
03186786	650"- 699"	2"	AFS – P6	\$14.00
03186787	700"- 749"	2"	AFS – P6	\$15.00
03186788	750"- 799"	2"	AFS – P6	\$15.00
03186789	800"- 849"	2"	AFS – P6	\$16.00
03186790	850"- 899"	2"	AFS – P6	\$16.00

Attachment: Bids 11-12-13 (4293 : Bids)

PURCHASING AGENDA ITEM

School Board of Pinellas County, Florida

10.22.a

School Board Meeting of: November 12, 2013**Bid No:** 14-192-043**Bid Title:** Floor Care Products**Original Bid No:** N/A

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☒ Lowest Responsive Bid
 ☐ Request for Proposal
 ☐ Reject Bids
 ☐ Piggy-Back Bid per 6A-1.012 (6)
 ☐ Sale of Property
☐ Revised Award *
☐ Highest Point Score
☐ Re-Award (partial/whole) *
☐ State Contract per 6A-1.012 (5)
☐ Renewal of Contract
☐ Contract/Bid Termination *
☐ Contract Extension * Term: _____
☐ Co-Op Bid
☐ Professional Services per FS 287.055
☐ Direct Negotiation per 6A-1.012 (14)
☐ Emergency Ratification *

Contract Period: 11/26/13 thru 11/25/14 ☐ N/A - One Time Purchase**Contract Value:** \$ 200,000.00

Contract Type:
☒ Estimated Dollar Amount
☐ Firm, Fixed Dollar Amount
☒ Firm, Fixed Unit Prices
☐ Firm, Fixed Fees or Discounts

Renewal Options:	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> Length of Each Term	<input type="checkbox"/> None
	2	6-months	1 - year	

* **Rationale/Reason**

☐ **Reason for Submittal to Board Under Separate Cover:**

Bidders Solicited: 213 Bids Received: 3 Late Bids: 0 Rejected Bids: 0 ☐ N/A - Bids Not Required

Submitted By: Linda M. Balcombe, CPPO, CPPB **For:** Warehouse Department
Title: Director, Purchasing Department

Requested By: Douglas A. Abbott **Buyer:** Jena Grage
Title: General Manager Operations, WPSC

Requested By: Joe Zihala
Title: Warehouse Coordinator, WPSC

Recommended award by vendor as follows: (see attached)Provide and deliver **Floor Care Products** on an as needed basis, with firm pricing for the contract period.

Category #1**AMERICAN CHEMICAL & BUILDING MAINTENANCE SUPPLY (V-109)**

ITEM NO.	DESCRIPTION	TERMS ITEM NO.	CLASS, BRAND & PRODUCT NUMBER BID	MINIMUM ORDER QUANTITY	UNIT PRICE 5 GALLON CONTAINER
1	<u>Floor Finish, General</u> – Non-yellowing, low odor floor finish. 5 gallon plastic pails.	48531698	NCL – Invincible #0595-21	36	\$55.90
2	<u>Floor Finish, General</u> – Non-yellowing, low odor floor finish. 5 gallon plastic pails.	48531699	NCL - 24/7 Non Buffing #0593-21	36	61.30
3	<u>Cleaner, Floor, Neutral</u> – Neutral floor cleaner that will not harm floor finishes.	48531492	NCL – Image #0927-21	36	23.00
4	Finish Remover	48531499	NCL – Bare Bones #1058-21	36	47.75

Category #2**BUCKEYE CLEANING CENTERS (V-18587)**

ITEM NO.	DESCRIPTION	TERMS ITEM NO.	CLASS, BRAND & PRODUCT NUMBER BID	STANDARD SHIPPING CONTAINER	MINIMUM ORDER QUANTITY	UNIT PRICE
1	Floor Finish, Special	48531694	Buckeye – Castleguard High Speed 25% Solids #B.CASTAP	5 Gal. Action Pack	1	\$87.89
2	Floor Finish, Special	48531696	Buckeye – Liquid-Max Non Buffing #B.LIQMAXAP	5 Gal. Action Pack	1	79.29
3	Finish Remover, Special	TBD	Buckeye – RipSaw #B.RIPSAP	5 Gal. Action Pack	1	63.45

Category #3**GEM SUPPLY COMPANY, INC. (V-27093)**

ITEM NO.	DESCRIPTION	TERMS ITEM NO.	CLASS, BRAND & PRODUCT NUMBER BID	MINIMUM ORDER QUANTITY	UNIT PRICE PER CASE
1	<u>Floor Finish, Remover</u> – 12 quarts/case.	TBD	Zagers Brand #Z-310-MAX	1/case	\$128.82

PURCHASING AGENDA ITEM**10.22.a**

School Board of Pinellas County, Florida

School Board Meeting of: November 12, 2013**Bid No:** 14-050-021**Bid Title:** Art Supplies**Original Bid No:** N/A

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☒ Lowest Responsive Bid
 ☐ Request for Proposal
 ☐ Reject Bids
 ☐ Piggy-Back Bid per 6A-1.012 (6)
 ☐ Sale of Property
☐ Revised Award *
☐ Highest Point Score
☐ Re-Award (partial/whole) *
☐ State Contract per 6A-1.012 (5)
☐ Renewal of Contract
☐ Contract/Bid Termination *
☐ Contract Extension * Term: _____
☐ Co-Op Bid
☐ Professional Services per FS 287.055
☐ Direct Negotiation per 6A-1.012 (14)
☐ Emergency Ratification *

Contract Period: 11/13/13 thru 11/12/14 ☐ N/A - One Time Purchase**Contract Value:** \$ 171,970.00

Contract Type:
☒ Estimated Dollar Amount
☐ Firm, Fixed Dollar Amount
☒ Firm, Fixed Unit Prices
☐ Firm, Fixed Fees or Discounts

Renewal Options:	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> Length of Each Term	<input type="checkbox"/> None
	2	6-months	1 - year	

*** Rationale/Reason**
☐ **Reason for Submittal to Board Under Separate Cover:**

 Bidders Solicited: 77
 Bids Received: 15
 Late Bids: 1
 Rejected Bids: 0
☐ N/A - Bids Not Required

Submitted By: Linda M. Balcombe, CPPO, CPPB
For: Warehouse Department
Title: Director, Purchasing Department

Requested By: Joseph Zihala
Buyer: Susan Oehler
Title: Warehouse Coordinator

Recommended award by vendor as follows: (see attached)

Attachment: Bids 11-12-13 (4293 : Bids)

INITIAL QUAN.	DESCRIPTION	TERMS ITEM #	DELIVERY INFO	UNIT PRICE	RECOMMENDED VENDOR
12 pkgs.	BLADES, Pkg. of 5 (for No. 2 knife), No. X-2A Assortment, Excel #21004	05011025	01/10/14	1.18	Commercial Art Supply
(Pkgs.)	BLADES, KNIFE, Pkg. of 5:				Commercial Art Supply
12	#24, Excel #21024	05011026	01/10/14	1.08	
12	#11, Excel #21011	05011027	01/10/14	.88	
(Each)	BRUSH, CAMEL HAIR, round, Dynasty:				AFP Industries, Inc.
240	Size #1, #21469	05011041	01/10/14	.24	
144	Size #3, #21471	05011043	01/10/14	.27	
240	Size #4, #21472	05011044	01/10/14	.29	
120	Size #5, #21473	05011045	01/10/14	.31	
240	Size #6, #21474	05011055	01/10/14	.32	
240	Size #7, #21475	05011046	01/10/14	.35	
240	Size #8, #21476	05011048	01/10/14	.39	
240	Size #10, #21478	05011087	01/10/14	.50	
120	Size #12, #21480	05011059	01/10/14	.68	
(Each)	BRUSH, MULTI-MEDIA, NYLON, acrylic easel:				Pyramid School Products
180	1/4"W, Crayola #0978	05011060	01/10/14	.64	
240	1/2"W, Crayola #0978	05011061	01/10/14	.85	
240	3/4"W, Crayola #0978	05011062	01/10/14	1.06	
(Each)	BRUSH, MULTI-MEDIA, Black flat bristle:				Pyramid School Products
240	1/2" W, Crayola #178	05011070	01/10/14	.57	
240	1" W, Crayola #178	05011073	01/10/14	.90	
36 each	BRUSH, VARNISH, flat, white bristle, 2" W, Dynasty #1500-2	05011080	01/10/14	.55	Pyramid School Products
48 each	BRUSH, WHITE BRISTLE, flat, 1" wide, Dynasty #1500-1	05011089	01/10/14	.40	Pyramid School Products
48 each	CANVAS, 18" x 24", pad, 10 sheets/pad, Tara #350-3	05011095	01/10/14	14.84	Pyramid School Products
48 boxes	CHALK, COLORED, pastels 24 sticks/box, asst. colors, horizontal flat box, Crayola #404	05011106	01/10/14	2.62	Pyramid School Products
12 boxes	CHALK, COLORED, Assorted colors, 1" x 4", 12/box, Dixon #15360	05011107	01/10/14	7.33	Pyramid School Products
12 boxes	CHALK, COLORED, regular size, 24 asst. colors, 144 sticks/box, Prang #51000	05011108	01/10/14	5.77	Standard Stationery Supply Co.
12 boxes	CHARCOAL, 12 stick/box, soft, Weber #167007	05011115	01/10/14	3.69	Pyramid School Products
60 boxes	CHARCOAL, VINE, soft, 24 stick/box, 6" long, 1/4" dia., Richeson #870045	05011117	01/10/14	4.29	Pyramid School Products
60 pkgs.	CHARCOAL PENCILS, 12/pkg., medium degree, General #557-2B	05011118	01/10/14	6.06	Commercial Art Supply
400 ctns	CLAY, WHITE BODY, low firing, cones 06-02, 50#/ctn., moist, Highwater Earthenware #EC-WE1	05011125	200-01/10/14 200-04/15/14	12.00	Highwater Clays of Florida, Inc.
10 ctns	CLAY, RAKU, cones 06-6, white body, heavy grog, 50#/ctn., moist, Highwater Raku #EC-R1	05011129	01/10/14	11.75	Highwater Clays of Florida, Inc.

Attachment: Bids 11-12-13 (4293 : Bids)

INITIAL QUAN.	DESCRIPTION	TERMS ITEM #	DELIVERY INFO	UNIT PRICE	RECOMMENDED VENDOR
100 ctns	CLAY, TERRA COTA, cones 06-5, medium grog red clay, 50#/ctn., moist, Highwater Earthen Red #EC-ER1	05011127	01/10/14	12.00	Highwater Clays of Florida, Inc.
10 ctns	CLAY, MEDIUM BROWN STONEWARE, high fire cones 4-6, 50#/ctn., moist, Highwater Speckled Brownstone #SC-SB1	05011128	01/10/14	11.75	Highwater Clays of Florida, Inc.
(Pkgs.)	CLAY, MODELING, 1 lb. pkg. 4 sticks, Sargent #22-40xx				Pyramid School Products
12	Red #22-4020	05011130	01/10/14	1.29	
50	Yellow #22-4002	05011131	01/10/14	1.29	
12	Blue #22-4050	05011132	01/10/14	1.29	
12	Green #22-4066	05011133	01/10/14	1.29	
12	Brown #22-4088	05011134	01/10/14	1.29	
40	Gray #22-4084	05011135	01/10/14	1.29	
240 ctns	CRAYONS, large size, 8 colors, labeled, wax, tuck box, 12 boxes/carton, Crayola #52-0080	05011146	01/10/14	7.68	Pyramid School Products
50 ctns	CRAYONS, oversize, 16 colors, labeled, wax, lift lid, 12 boxes/carton, Crayola #52-0336	05011147	01/10/14	18.12	Pyramid School Products
500 ctns	CRAYONS, regular size, 16 colors, tuck box, wax, 12 boxes/carton, Crayola #52-0016	05011149	01/10/14	4.32	Pyramid School Products
(Boxes)	CRAYONS, large size, refill, wax, 12/box, single color in a tuck-box, Crayola #52-0033 series:				Pyramid School Products
50	Red	05011152	01/10/14	1.00	
50	Black	05011153	01/10/14	1.00	
50	White	05011154	01/10/14	1.00	
50	Yellow	05011155	01/10/14	1.00	
50	Blue	05011156	01/10/14	1.00	
50	Brown	05011157	01/10/14	1.00	
50	Green	05011158	01/10/14	1.00	
50	Orange	05011159	01/10/14	1.00	
50	Violet	05011161	01/10/14	1.00	
50	Pink	05011160	01/10/14	1.00	
24 boxes	CRAYONS, POSTER/CONSTRUCTION PAPER, large size, 8 colors, Crayola #52-3283	05011148	01/10/14	1.47	Pyramid School Products
(boxes)	CRAYONS, METALLIC, 12/tuck box, regular size				Pyramid School Products
110	Silver, Crayola #836SR	05011166	01/10/14	.65	
110	Gold, Crayola #836GD	05011167	01/10/14	.65	
700 boxes	CRAYONS, MULTI-CULTURAL COLORS, 8/tuck box, reg. size, Crayola #52-008W	05011165	01/10/14	.34	Pyramid School Products
(Each)	DOUGH, MODELING, soft, pliable, 3 lb. plastic container, Crayola #57-0015				Pyramid School Products
36	RED	05011140	01/10/14	4.99	
48	BLUE	05011141	01/10/14	4.99	
48	YELLOW	05011142	01/10/14	4.99	
30 each	EASEL, TABLE TYPE, 19"H x 17-1/2"W, folds flat, adjustable, Quartet #28E	05011169	01/10/14	8.00	Smith Office & Computer Supply
80 boxes	ERASERS, drafting, magic rub, 12/box, Dixon #39701	05011179	01/10/14	1.78	Standard Stationery Supply Co.

Attachment: Bids 11-12-13 (4293 : Bids)

INITIAL QUAN.	DESCRIPTION	TERMS ITEM #	DELIVERY INFO	UNIT PRICE	RECOMMENDED VENDOR
1000 boxes	ERASERS, Pink Pearl, large, 12/box, 2-1/2" x 1-1/8" x 3/8", Stellar #13-062	05011180	01/10/14	.70	Business Stationers
12 boxes	ERASERS, art gum, 1" x 1" x 2", 12/box, Vitagum #1144419	05011181	01/10/14	2.65	Pyramid School Products
24 boxes	ERASERS, kneaded, small, 24/box, Leonard #71575	05011182	01/10/14	5.58	Pyramid School Products
20 rolls	FOIL, Aluminum, 36 gauge, 12" W x 5' L, St. Louis Craft #4-1499A (405803)	05011195	01/10/14	2.09	School Specialty, Inc.
(Each)	GLAZES, liquid, cone 06-05, 16 oz. jar. American Art Clay Co.:				Bennett Pottery & Ceramic Supply
48	Chrome Green F-40	05011206	01/10/14	7.89	
36	Dark Green LM-46	05011209	01/10/14	7.39	
36	Light Blue LG-24	05011219	01/10/14	7.89	
48	Daffodil Yellow LM-60	05011461	01/10/14	7.39	
48	Red F-58	05011471	01/10/14	11.64	
36	Black Magic LG-1	05011472	01/10/14	8.64	
48	Vivid Blue F-23	05011473	01/10/14	8.39	
36	Amber F-65	05011476	01/10/14	7.88	
36	Turquoise F-25	05011221	01/10/14	8.38	
36	Moss Green O-42	05011222	01/10/14	7.64	
24	Orange F-66	05011223	01/10/14	11.64	
24	Fuschia O-52	05011224	01/10/14	7.64	
12	Clear Transparent, gloss F-10	05011213	01/10/14	6.89	
36	White Clover O-11	05011228	01/10/14	7.65	
36 each	GLAZE, CLEAR, gallon, Duncan #IN1001 (9726832)	05011216	01/10/14	18.60	Nasco
6 sets	UNDERGLAZES, (12) 2 oz. jars, liquid, assorted colors, Amaco #712	05011212	01/10/14	39.37	Bennett Pottery & Ceramic Supply
24 sets	UNDERGLAZES, (12) 2 oz. jars, liquid, assorted colors, Amaco #812	05011230	01/10/14	39.37	Bennett Pottery & Ceramic Supply
6 sets	VELVET UNDERGLAZES, (12) 2 oz. jars, semi-translucent, Amaco Velvet Set #1	05011200	01/10/14	27.00	Bennett Pottery & Ceramic Supply
20 sets	VELVET UNDERGLAZES, (12) 2 oz. jars, semi-translucent, Amaco Velvet Set #2	05011201	01/10/14	26.00	Bennett Pottery & Ceramic Supply
(Each)	GLUE, POLYVINYL, plastic container, snap-top cap on 4 oz. and 8 oz. sizes.				Bye-Mo'r, Inc.
3600	4 oz. size, Borden Elmer's #E1322NR	05011231	01/10/14	.53	
60	8 oz. size, Borden Elmer's #E1324NR	05011232	01/10/14	.90	
30	1 gal. size, Borden Elmer's #E1326NR	05011233	01/10/14	7.30	
36 btl	GLUE, SOBO, all purpose adhesive, 8 oz. bottle, Sobo #802 (9715458)	05011234	01/10/14	2.30	Nasco
24 each	GLUE CAP, dispenses white glue one drop at a time w/o opening/closing bottle, for 4 oz. & 8 oz. glue bottles, "Tap 'N' Glue Cap" (201224)	05011236	01/10/14	.64	School Specialty, Inc.
20,064 each	GLUE STICK, washable, .88 oz., Prang #15090	05011235	10,032-1/10/14 10,032-4/15/14	.40	Pyramid School Products

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INITIAL QUAN.	DESCRIPTION	TERMS ITEM #	DELIVERY INFO	UNIT PRICE	RECOMMENDED VENDOR
(Pkgs.)	GRAPHITE STICKS, 12/pkg.				Pyramid School Products
12	#2B, Kimberly #972-2B	05011120	01/10/14	4.07	
24	#6B, Kimberly #976-6B	05011121	01/10/14	4.07	
(Tubes)	INK, BLOCK PRINTING, water soluble, 147ml, Speedball #3600 series:				Pyramid School Products
36	Red #3601	05011256	01/10/14	3.99	
36	Blue #3602	05011257	01/10/14	3.99	
48	Yellow #3605	05011258	01/10/14	3.99	
24	Green #3604	05011259	01/10/14	3.99	
72	Black #3600	05011261	01/10/14	3.99	
48	White #3603	05011262	01/10/14	3.99	
24	Gold #3613	05011263	01/10/14	3.99	
36	Orange #3607	05011240	01/10/14	3.99	
48	Magenta #3610	05011244	01/10/14	3.99	
36	Turquoise #3609	05011241	01/10/14	3.99	
24	Silver #3614	05011243	01/10/14	3.99	
60 each	KNIFE, METAL, No. 2, thick handle, with #2 blade, Excel #17002	05011270	01/10/14	1.59	Pyramid School Products
36 each	KNIFE, METAL, No. 1, thin handle, with #11 blade, Excel #17001	05011271	01/10/14	.86	Commercial Art Supply
2000 sets	MARKERS, FELT TIP, flip chart, bullet tip, 8 colors, Styrofoam slide-type box, Sanford #22478	05011604	1000-01/10/14 1000-02/14/14	3.69	Pyramid School Products
1000 pkgs.	MARKERS, FELT TIP, permanent, fine conical point, black, 12/pkg., Sanford Sharpie #30001	05011609	500-01/10/14 500-02/14/14	4.85	Pyramid School Products
400 sets	MARKERS, FELT TIP, permanent, fine conical point, 12 colors, Sanford Sharpie #30072	05011581	01/10/14	4.89	Pyramid School Products
(Pkgs.)	MARKERS, FELT TIP, water based, conical point, 12/pkg.(NO bulk pack), Crayola #7700:				Pyramid School Products
48	Red,	05011590	01/10/14		
12	Blue,	05011591	01/10/14		
48	Green,	05011592	01/10/14		
48	Black,	05011593	01/10/14		
3600 sets	MARKERS, FELT TIP, water-base, 10 colors, Sanford Fiddlesticks #03610	05011599	1800-01/10/14 1800-04/15/14	1.86	Smith Office & Computer Supply
1200 sets	MARKERS, FELT TIP, washable ink, broad line, conical tip, 8 bold colors, Prang #80680	05011608	04/15/14	1.29	Pyramid School Products
60 pkgs.	NEEDLES, TAPESTRY, blunt, 2-1/2" long, 3/4" eye, metal, 25/pkg., School Specialty #247221	05011296	01/10/14	3.95	School Specialty
36 ctns	OIL PASTELS, 16 colors/slide box, 12 boxes/carton, Pentel #PHN-16	05011145	01/10/14	11.50	Smith Office & Computer Supply
(Each)	PAINT, ACRYLIC, 2 oz. tube, Blick "Artist":				Blick Art Materials
6	Alizarin Crimson Hue #00624-3443	05011327	04/15/14	1.85	
6	Cadmium Red Medium Hue #00624-3233	05011299	04/15/14	1.76	
6	Burnt Sienna #00624-8043	05011300	04/15/14	1.67	
6	Cadmium Red Light Hue #00624-3093	05011301	04/15/14	2.49	
6	Cadmium Yellow Medium #00624-4093	05011303	04/15/14	2.18	
6	Brilliant Blue #00624-5063	05011304	04/15/14	1.76	
6	Ivory Black #00624-2253	05011305	04/15/14	1.60	
6	Phthalocyanine Green #00624-7063	05011306	04/15/14	1.67	

Attachment: Bids 11-12-13 (4293 : Bids)

<i>INITIAL QUAN.</i>	<i>DESCRIPTION</i>	<i>TERMS ITEM #</i>	<i>DELIVERY INFO</i>	<i>UNIT PRICE</i>	<i>RECOMMENDED VENDOR</i>
6	Raw Sienna #00624-8063	05011307	04/15/14	1.67	
6	Phthalocyanine Blue #00624-5143	05011308	04/15/14	1.67	
6	Titanium White-16 Oz. Jar #00624-1016	05011311	04/15/14	4.17	
6	Medium Magenta #00624-3313	05011314	04/15/14	2.04	
6	Permanent Green Light #00624-7083	05011315	04/15/14	2.25	
6	Dioxazine Purple #00624-6023	05011316	04/15/14	1.58	
6	Cadmium Orange #00624-4533	05011309	04/15/14	2.49	
6	Acra Red #00624-3273	05011310	04/15/14	2.58	
6	Acra Magenta/Violet #00624-6513	05011320	04/15/14	2.13	
6	Cerulean Blue #00624-5163	05011321	04/15/14	3.62	
6	Yellow Light Hansa #00624-4223	05011322	04/15/14	1.76	
6	Cobalt Blue #00624-5183	05011323	04/15/14	2.76	
6	Ultramarine Blue #00624-5233	05011324	04/15/14	1.76	
6	Hooker's Green #00624-7123	05011328	04/15/14	1.85	
48 qts.	GEL MEDIUM, 32 oz. plastic container, Speedball #6879	05011312	01/10/14	7.29	Pyramid School Products
(Jars)	PAINT, ACRYLIC COLORS, 16 oz., Crayola #4016:				Pyramid School Products
60	Deep Red #4016-115	05011345	01/10/14	3.80	
48	Deep Magenta#4016-300	05011346	01/10/14	3.80	
48	Brilliant Yellow#4016-830	05011347	01/10/14	3.80	
36	Bronze Yellow#4016-530	05011349	01/10/14	3.80	
48	Brilliant Orange#4016-720	05011351	01/10/14	3.80	
60	Brilliant Blue#4016-570	05011348	01/10/14	3.80	
48	Phthalo Blue#4016-316	05011352	01/10/14	3.80	
60	Phthalo Green#4016-317	05011354	01/10/14	3.80	
48	Violet#4016-186	05011353	01/10/14	3.80	
36	Burnt Umber#4016-128	05011350	01/10/14	3.80	
48	Pearlescent#4016-100	05011357	01/10/14	3.80	
60	Ivory Black#4016-244	05011344	01/10/14	3.80	
48	Titanium White#4016-432	05011343	01/10/14	3.80	
(Jars)	PAINT, FINGER, 16 oz. plastic container, Crayola #55-1316:				Pyramid School Products
48	Red	05011331	01/10/14	1.76	
120	Yellow	05011332	01/10/14	1.76	
120	Blue	05011333	01/10/14	1.76	
60	Green	05011334	01/10/14	1.76	
24	Black	05011335	01/10/14	1.76	
24 qts.	GESSO, 32 oz. plastic container, Sargent #22-8803	05011313	01/10/14	4.99	Pyramid School Products
(Each)	PAINT, GLITTER, 8 oz. bottle, Sargent				Pyramid School Products
72	Gold #22-3981	05011338	01/10/14	1.29	
72	Silver #22-3982	05011339	01/10/14	1.29	
(Jars)	PAINT, LIQUID TEMPERA, 16 oz. plastic jar, Crayola #1216:				Pyramid School Products
796	Red	05011360	01/10/14	1.79	
796	Yellow	05011361	01/10/14	1.79	
600	Blue	05011362	01/10/14	1.79	
288	Green	05011363	01/10/14	1.79	
540	Violet	05011364	01/10/14	1.79	
360	Orange	05011365	01/10/14	1.79	
288	Brown	05011366	01/10/14	1.79	
540	Black	05011367	01/10/14	1.79	
720	White	05011368	01/10/14	1.79	
240	Turquoise	05011369	01/10/14	1.79	
240	Magenta	05011370	01/10/14	1.79	

Attachment: Bids 11-12-13 (4293 : Bids)

INITIAL QUAN.	DESCRIPTION	TERMS ITEM #	DELIVERY INFO	UNIT PRICE	RECOMMENDED VENDOR
10 set	PAINT, TEMPERA CAKES, 9-color set with brush, Prang #80900	05011359	04/15/14	6.29	Standard Stationery Supply Co.
120 boxes	PAINT, WATERCOLOR SETS, 8 color ovals with brush, 12 sets/box, Prang OVL-8	05011375	01/10/14	14.06	Standard Stationery Supply Co.
(Pkgs.)	PAINT, WATERCOLOR REFILLS, ovals, 12/pkg., Prang OVL-8 series:				Nasco
60	Red #9700451K	05011376	01/10/14	3.32	
240	Yellow #9700451A	05011377	01/10/14	3.32	
240	Blue #9700451B	05011378	01/10/14	3.32	
120	Green #9700451D	05011379	01/10/14	3.32	
60	Violet #9700451E	05011380	01/10/14	3.32	
60	Orange #9700451C	05011381	01/10/14	3.32	
60	Brown #9700451F	05011382	01/10/14	3.32	
60	Black #9700451G	05011383	01/10/14	3.32	
10 sets	PAINT, WATERCOLOR SETS, Jumbo, 4 colors, Crayola #53-0500	05011386	04/15/14	1.85	Pyramid School Products
100 each	PALETTE, empty, plastic tray w/6 screw-top bottles, Sargent #98-8916	05011393	01/10/14	.79	Pyramid School Products
40 pads	PALETTE, PAPER, DISPOSABLE, treated, 50 shts./ pad, 9" x 12", Richeson #101040 (417217)	05011391	01/10/14	2.14	School Specialty, Inc.
6 doz.	PANS, MIXING, plastic, divided, 3-5/8" x 5-1/4", Richeson #400202-12 (9702822)	05011397	01/10/14	2.08	Nasco
(Rolls)	PAPER, BULLETIN BOARD, 36" x 1000", 50#, Pacon Bemiss-Jason Spectra Art Kraft:				Pyramid School Products
30	Yellow #67081	05011720	01/10/14	41.09	
20	Green (Med.) #67141	05011721	01/10/14	32.40	
20	Red #67041	05011722	01/10/14	37.06	
20	Blue, Light #67151	05011723	01/10/14	40.52	
20	Black #67301	05011724	01/10/14	37.91	
30	Orange #67101	05011725	01/10/14	41.09	
30	Brown #67021	05011726	01/10/14	34.10	
30	Purple #67331	05011727	01/10/14	40.52	
(Pkgs.)	PAPER, CONSTRUCTION, 12" x 18", 50 shts./ pkg., 76#, sulfite, Pacon Peacock/Tru-Ray:				Pyramid School Products
800	Red (Festive), #P9912	05011420	400-01/10/14 400-04/15/14	2.01	
1400	Yellow, #P8412	05011421	700-01/10/14 700-04/15/14	1.97	
500	Dark Blue, #P7312	05011422	250-01/10/14 250-04/15/14	2.09	
500	Orange, #P6612	05011423	250-01/10/14 250-04/15/14	2.01	
800	Violet, #P7212	05011424	400-01/10/14 400-04/15/14	1.97	
1200	Green (Festive), #P8012	05011425	600-01/10/14 600-04/15/14	2.13	
2400	White, #P8712	05011426	1200-01/10/14 1200-04/15/14	1.71	
2400	Black, #P6312	05011427	1200-01/10/14 1200-04/15/14	1.75	
600	Brown (Dark), #50SC	05011428	300-01/10/14 300-04/15/14	2.01	

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INITIAL QUAN.	DESCRIPTION	TERMS ITEM #	DELIVERY INFO	UNIT PRICE	RECOMMENDED VENDOR
800	Blue (Sky), #P7612	05011429	400-01/10/14 400-04/15/14	1.89	
1200	Hot Lime, #P9612	05011430	600-01/10/14 600-04/15/14	2.20	
800	Turquoise, #P7712	05011431	400-01/10/14 400-04/15/14	2.18	
600	Pink, #P7012	05011432	600-01/10/14	2.03	
600	Lilac, #P7112	05011433	600-01/10/14	1.89	
300	Gray (Light), #P8812	05011434	300-01/10/14	1.91	
500	Warm Brown, #51SC	05011419	500-01/10/14	1.89	
400	Magenta, #P6412	05011418	400-01/10/14	2.17	
400	Hot Pink, #P9212	05011438	400-01/10/14	2.05	
400	Slate (Dark Gray), #56SC	05011439	400-01/10/14	2.02	
500	Blue, #P7412	05011443	500-01/10/14	2.09	
200	Dark Green, #31SC	05011444	200-01/10/14	2.17	
500	Pumpkin, #27SC	05011445	500-01/10/14	2.02	
400	Red, #P6112	05011446	400-01/10/14	1.94	
1200 pkgs.	PAPER, CONSTRUCTION, 12" x 18", 76#, asst. colors as above, 50 shts./pkg., sulfite, Pacon Peacock #P6512	05011435	600-01/10/14 600-04/15/14	2.27	Pyramid School Products
200 pkgs.	PAPER, CONSTRUCTION, 18" x 24", 76#, asst. colors, 50 shts./pkg., sulfite, Pacon Peacock #P6518	05011436	01/10/14	5.05	Pyramid School Products
300 pkgs.	PAPER, CONSTRUCTION, 18" X 24", 76#, black, 50 shts./pkg., sulfite, Pacon Tru-Ray #57SC	05011437	01/10/14	3.97	Pyramid School Products
100 pkgs.	PAPER, CONSTRUCTION, 24" x 36", 76#, asst. colors, 50 shts./pkg., sulfite, Pacon Tru-Ray #103127	05011440	01/10/14	9.70	Pyramid School Products
10 pkgs.	PAPER, BOGUS, Gray, 18" x 24", 80#, rough texture, 250 shts./pkg., Amer. Paper #818G250	05011500	04/15/14	12.93	Pyramid School Products
20 pkgs.	PAPER, FINGERPAINT, 16" x 22", glazed two sides, 60#, 100 shts./pkg., Roselle #FPP1622	05011510	04/15/14	2.32	AFP Industries, Inc.
25 rolls	PAPER, KRAFT, brown wrapping, 36"W x 1000', 50#, 9" dia., Amer. Paper #5036BK	05011515	01/10/14	24.21	Pyramid School Products
25 rolls	PAPER, KRAFT, white wrapping, 36"W x 1000', 50#, 9" dia., Amer. Paper #5036WK	05011516	01/10/14	30.13	Pyramid School Products
(Reams)	PAPER, MANILA, Drawing, 50#, paper ream wrapped, Amer. Paper:				Pyramid School Products
200	9" x 12", #509M	05011520	01/10/14	3.27	
300	12" x 18", #512M	05011521	01/10/14	6.55	
10	18" x 24", #518M	05011522	01/10/14	14.33	
10 pkgs.	PAPER, MAT BOARD, 32" x 40", pebble embossed, white/cream, white core, 14-ply, 25 boards/pkg., Crescent #34-3240	05011564	04/15/14	110.50	Commercial Art Supply
(Reams)	PAPER, NEWSPRINT, Ream wrapped, near white, Roselle:				AFP Industries, Inc.
50	12" x 18", #WNP1218	05011531	01/10/14	3.94	
40	18" x 24", #WNP1824	05011532	01/10/14	7.89	

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INITIAL QUAN.	DESCRIPTION	TERMS ITEM #	DELIVERY INFO	UNIT PRICE	RECOMMENDED VENDOR
(Pkgs.)	PAPER, OAK TAG, pkg. wrapped, 100 shts./ pkg., 125# weight, manila color, American Paper:				Pyramid School Products
600	9" x 12" #1209MP	05011540	01/10/14	1.81	
200	12" x 18" #1212MC	05011541	01/10/14	3.40	
200	18" x 24" #1218MC	05011542	01/10/14	7.21	
30	24" x 36" #1224MC	05011543	01/10/14	13.65	
10 pkgs.	PAPER, PRINTING, block printing, 60#, soft texture paper, 18" x 24", 100 shts./pkg., Blick #10402-1009	05011441	04/15/14	9.48	Blick Art Materials
300 pkgs.	PAPER, RAILROAD BOARD ONLY, 6 ply, 22" x 28", white, two surfaces, in cartons, 50 shts./pkg., American Paper #RR6WH-L	05011501	150-01/10/14 150-04/15/14	10.59	Pyramid School Products
20 pkgs.	PAPER, STENCIL, 9" x 12", transparent, 12 shts./pkg., ScratchArt #WX-P-9/8168	05011535	04/15/14	3.95	Pyramid School Products
800 pkgs.	PAPER, TISSUE, 12" x 18", 50 shts./pkg., 10 colors, Pacon/Bemiss #5852-0	05011558	400-01/10/14 400-04/15/14	1.78	Pyramid School Products
200 pads	PAPER, TRACING, 11" x 14", 40 shts./pad, 25 lb., Pacon #2371	05011442	100-01/10/14 100-04/15/14	1.79	Pyramid School Products
200 pkgs.	PAPER, WATERCOLOR, 18" x 24", 90#, 100 shts./pkg., Bienfang #534-L (285-157)	05011554	04/15/14	24.40	Commercial Art Supply
(Reams)	PAPER, WHITE DRAWING, sulfite, 60#, ream wrapped only, Amer.Paper:				Pyramid School Products
300	12" x 18", #612W	05011551	150-01/10/14 150-04/15/14	8.95	
130	18" x 24", #618W	05011552	130-01/10/14	18.31	
100 pkgs.	PAPER, WHITE DRAWING, 18"x24", 80#, smooth 100 shts./pkg., wrapped, Amer. Paper #818WP	05011553	50-01/10/14 50-04/15/14	5.43	Pyramid School Products
30 ctns	PARISCRAFT, 20 lb. carton, assorted rolls, Pacon/BJ #5272-0	05011567	01/10/14	26.69	Pyramid School Products
30 pkgs.	PASTE, WALLPAPER, cellulose, 2 oz., School Smart #055992	05011569	01/10/14	.51	School Specialty, Inc.
30 boxes	PASTELS, 24, rectangular sticks, asst. colors flat box, Sargent #22-4124	05011109	04/15/14	3.25	Pyramid School Products
200 pkgs.	PEN, stainless steel rollerball, fine point, waterproof black ink, 12/pkg. Sanford #60126	05011598	01/10/14	10.80	Smith Office & Computer Supply
1100 each	PENCIL SHARPENER, hand-held, double opening, Acme Kleencut #12202Q	05011615	01/10/14	.73	Pyramid School Products
6 ctns	PENCILS, DRAWING, 4-B soft, 12/box, 72/ctn., Musgrave #1200-4B	05011600	04/15/14	7.34	Standard Stationery Supply Co.
6 ctns	PENCILS, DRAWING, HB hard, 12/box, 72/ctn., Musgrave #1200-HB	05011601	04/15/14	7.14	Pyramid School Products
6 ctns	PENCILS, DRAWING, 6-B very soft, ebony, Musgrave #1200-6B	05011602	04/15/14	7.92	Pyramid School Products
6 ctns	PENCILS, DRAWING, 4-H, 12/box, 72/ctn., Musgrave #1200-4H	05011603	04/15/14	7.14	Pyramid School Products

Attachment: Bids 11-12-13 (4293 : Bids)

INITIAL QUAN.	DESCRIPTION	TERMS ITEM #	DELIVERY INFO	UNIT PRICE	RECOMMENDED VENDOR
3000 boxes	PENCILS, COLORS, 12 different colors/box, Crayola #68-4012	05011605	1500-01/10/14 1500-04/15/14	.98	Pyramid School Products
50 boxes	PENCILS, COLORS, 12 different colors/box, soft leads; brilliant colors, Berol Prismacolor #3596T	05011606	04/15/14	7.04	Smith Office & Computer Supply
100 boxes	PENCILS, COLORS, 24 different colors/box, soft leads, brilliant colors, Berol Prismacolor #3597T	05011612	01/10/14	13.95	Pyramid School Products
600 boxes	PENCILS, WATERCOLOR, 12 different colors/box, pre-sharpened, water soluble, Crayola #4302	05011614	300-01/10/14 300-04/15/14		Pyramid School Products
100 each	PRINTMAKING BLOCKS, 12" x 12", 3/8" thick, easy-cutting, both sides usable, Sax #399005	05011238	01/10/14	5.08	School Specialty, Inc.
50 boxes	PUSH PINS, clear, 1/2" head, 3/8" pin, 100/box, Standard #PP.CLR	05011616	04/15/14	.368	Standard Stationery Supply Co.
120 doz.	SCISSORS, safety, stainless steel blades overlaid with plastic, blunt, 5-1/2" long, Standard #RG.1082	05011650	01/10/14	2.61	Standard Stationery Supply Co.
(Doz.)	SCISSORS, stainless steel, plastic handles, right or left handed.				Business Stationers
300	Blunt, 5" length, Furst #26-152	05011649	01/10/14	3.80	
300	Pointed ends, 5" length, Furst #26-153	05011651	01/10/14	3.80	
110 pkgs.	SCRATCHBOARD, Pre-inked, 11" x 13", 10/pkg., ScratchArt #8084 (203633)	05011655	01/10/14	4.65	School Specialty, Inc.
10 bxs.	SCRATCH KNIVES, Flat style, 36/box, ScratchArt #338-102 (9710925)	05011656	01/10/14	16.47	Nasco
700 pkgs.	TAPE, MASKING, 1" x 60 yards, 9 rolls/pkg., Shurtape #CP105	83229700	01/10/14	6.30	Pyramid School Products
12 each	TOOL, CERAMIC, Fettling Knife, hard steel blade, 8", Kemper #F-97	05011090	01/10/14	2.55	Bennett Pottery & Ceramic Supply
48 each	TOOL, CERAMIC, Metal scraper, S-3 steel, 4", Kemper #S-3	05011094	01/10/14	.84	Bennett Pottery & Ceramic Supply
48 each	TOOL, CERAMIC, Rubber scraper, large, hard, 4-1/4", Kemper #FRH-X (419344)	05011096	01/10/14	1.15	School Specialty, Inc.
12 each	TOOL, CERAMIC, Potter's wooden rib, hardwood, 4-1/2", Kemper #RB2	05011097	01/10/14	1.52	Bennett Pottery & Ceramic Supply
48 each	TOOL, LACE, Kemper #A3N	05011093	01/10/14	1.12	Bennett Pottery & Ceramic Supply
120 each	TOOL, LACE, Kemper #K21	05011098	01/10/14	1.10	Bennett Pottery & Ceramic Supply
36 each	TOOL, MODELING, Hardwood, wire and wood tool, 8" Kemper #WE8B	05011091	01/10/14	2.73	Bennett Pottery & Ceramic Supply
60 each	TOOL, MODELING, hardwood, satin finish, 8", Kemper #WT26	05011092	01/10/14	1.37	Bennett Pottery & Ceramic Supply
80 rolls	WIRE, ALUMINUM, flexible, 1/8" thick, 50 ft., School Specialty #411374	05011676	01/10/14	4.70	School Specialty, Inc.

Attachment: Bids 11-12-13 (4293 : Bids)

The contract value stated is for the initial purchase, however additional purchases may be made, utilizing the above unit prices, but cannot be estimated.

Total Award Summary by Vendor

AFP INDUSTRIES, INC.	\$ 1,218.00
BENNETT POTTERY & CERAMIC SUPPLY	6,556.00
BUSINESS STATIONERS	2,980.00
BYE-MO'R. INC.	2,181.00
COMMERCIAL ART SUPPLY	6,417.00
BLICK ART MATERIALS	378.66
HIGHWATER CLAYS OF FLORIDA	6,235.00
NASCO	3,918.00
PYRAMID SCHOOL PRODUCTS	128,041.00
SCHOOL SPECIALTY, INC.	1,846.00
SMITH OFFICE & COMPUTER SUPPLY	9,862.00
STANDARD STATIONERY SUPPLY CO.	2,337.00

Attachment: Bids 11-12-13 (4293 : Bids)

PURCHASING AGENDA ITEM**10.22.a**

School Board of Pinellas County, Florida

School Board Meeting of: November 12, 2013**Bid No:** 14-642-035**Bid Title:** Classroom/Office Paper Products**Original Bid No:** N/A

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☒ Lowest Responsive Bid
 ☐ Request for Proposal
 ☐ Reject Bids
 ☐ Piggy-Back Bid per 6A-1.012 (6)
 ☐ Sale of Property
☐ Revised Award *
 ☐ Highest Point Score
 ☐ Re-Award (partial/whole) *
 ☐ State Contract per 6A-1.012 (5)
☐ Renewal of Contract
 ☐ Contract/Bid Termination *
 ☐ Contract Extension * Term: _____
 ☐ Co-Op Bid
☐ Professional Services per FS 287.055
 ☐ Direct Negotiation per 6A-1.012 (14)
 ☐ Emergency Ratification *

Contract Period: 11/13/13 thru 11/12/14 ☐ N/A - One Time Purchase**Contract Value:** \$ 53,205.00

Contract Type:
 ☒ Estimated Dollar Amount
 ☐ Firm, Fixed Dollar Amount
 ☒ Firm, Fixed Unit Prices
 ☐ Firm, Fixed Fees or Discounts

Renewal Options:	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> Length of Each Term	<input type="checkbox"/> None
	2	6-months	1 - year	

*** Rationale/Reason**
☐ **Reason for Submittal to Board Under Separate Cover:**

 Bidders Solicited: 49
 Bids Received: 7
 Late Bids: 0
 Rejected Bids: 1
☐ N/A - Bids Not Required

Submitted By: Linda M. Balcombe, CPPO, CPPB **For:** Warehouse Department
Title: Director, Purchasing Department

Requested By: Joseph Zihala **Buyer:** Susan Oehler
Title: Warehouse Coordinator

Recommended award by vendor as follows: (see attached)

ITEM NO.	QUAN./ U.O.M.	DESCRIPTION	TERMS ITEM #	UNIT PRICE	TOTAL PRICE	RECOMMENDED VENDOR
1.	60 pkgs.	CHART PADS , for easels, 27"x34", <u>plain</u> white, 3 holes at top, 4 pads/pkg., American Paper #APS2701-P. Delivery: 60 – Immediately	64229928	17.20	1,032.00	Pyramid School Products
2.	400 pkgs.	CHART PADS , for easels, 27"x34", <u>ruled</u> white, 3 holes at top, 4 pads/pkg., American Paper #APS2709-P. Delivery: 200 – Immediately 200 – 02/21/14	64229930	17.20	6,880.00	Pyramid School Products
3.	60 pkgs.	CHART PADS , for easels, 27"x34", white w/1" sq. grid lines, 3 holes at top, 4 pads/pkg., American Paper #APS2702-P. Delivery: 60 – Immediately	64229929	17.20	1,032.00	Pyramid School Products
4.	100 reams	CHART PAPER , White, smooth finish, 24" x 32", 1-1/2" x 3/4" alt. x 1/2" skip, green lines preferred, lined 24" width, 16 lb., American Paper #9739RM1. Delivery: 100 – Immediately	64229926	22.95	2,295.00	Pyramid School Products
5.	1,000 each	COMPOSITION BOOK , College ruled, marble cover, 100 sheets, Office Depot #43019-12 Delivery: 1,000 - Immediately	64229970	.59	590.00	Office Depot, Inc.
6.	1,000 each	COMPOSITION BOOK , Wide ruled, marble cover, 100 sheets, Office Depot #43010-12 Delivery: 1,000 - Immediately	64229971	.59	590.00	Office Depot, Inc.
7.	80 boxes	ENVELOPES , Size #6-3/4, white wove, sub. 20, 500/box, Office Depot #78105. Delivery: 80 – Immediately	31066161	4.60	368.00	Office Depot, Inc.
8.	400 boxes	ENVELOPES , Size #10, white wove, sub. 20, 500/box, Office Depot #78125. Delivery: 200 – Immediately 200 – 02/21/14	31066162	5.19	2,076.00	Office Depot, Inc.
9.	50 boxes	ENVELOPES , Window, size #10, white wove, sub. 20, left window, 500/box, Oxford Ampad #73221. Delivery: 50 – Immediately	31066160	7.47	373.50	Pyramid School Products
10.	60 pkgs.	ENVELOPES , Brown Kraft, 28 lb., 6" x 9", w/gummed flap, 500/pkg., Quality Park #40765. Delivery: 60 – Immediately	31066167	13.79	827.40	Office Depot, Inc.
11.	100 pkgs.	ENVELOPES , Brown Kraft, 28 lb., 9" x 12", w/gummed flap, 250/pkg., Quality Park #41465. Delivery: 100 – Immediately	31066163	10.80	1,080.00	Office Depot, Inc.

ITEM NO.	QUAN./ U.O.M.	DESCRIPTION	TERMS ITEM #	UNIT PRICE	TOTAL PRICE	RECOMMENDED VENDOR
12.	100 pkgs.	ENVELOPES , Brown Kraft, 28 lb., 10" x 13", w/gummed flap, 250/pkg., Quality Park #41665. Delivery: 100 – Immediately	31066164	15.46	1,546.00	AFP Industries, Inc.
13.	100 pkgs.	ENVELOPES , Brown Kraft, 28 lb., 12" x 15-1/2", w/gummed flap/clasp, 100/pkg., Oxford Ampad #73116. Delivery: 100 – Immediately	31066165	9.40	940.00	Pyramid School Products
14.	3,000 boxes	FILE FOLDERS , Manila, 11 pt. letter size, 1/3 cut, 100/box, Office Depot #810838. Delivery: 1500 – Immediately 1500 – 02/21/14	64566235	3.90	11,700.00	Office Depot, Inc.
15.	10 boxes	FILE FOLDERS , Brown kraft, 1/3 cut, letter size, 11 pt., reinforced top, 100/ box, Esselte #RK152-1/3. Delivery: 10 – Immediately	64566236	9.60	96.00	School Specialty, Inc.
16.	120 boxes	FILE FOLDER , Red, 1/3 cut, 11 pt., double reinforced top, 100/box, Smead #11983. Delivery: 120 – Immediately	64566240	9.04	1,084.80	Office Depot, Inc.
17.	120 boxes	FILE FOLDER , Same as above except Green, Smead #11985. Delivery: 120 – Immediately	64566241	9.04	1,084.80	Office Depot, Inc.
18.	260 boxes	FILE FOLDER , Same as above except Yellow, Smead #11984. Delivery: 130 – Immediately 130 – 02/21/14	64566242	9.04	2,350.40	Office Depot, Inc.
19.	200 boxes	FILE FOLDER , Same as above except Blue, Smead #11986. Delivery: 100 – Immediately 100 – 02/21/14	64566239	9.04	1,808.00	Office Depot, Inc.
20.	100 boxes	FILE FOLDER, HANGING , Letter size, 1/5 cut, Red, 25/box, Smead #64067. Delivery: 100 – Immediately	64566244	5.75	575.00	Office Depot, Inc.
21.	240 boxes	FILE FOLDER, HANGING , Letter size, 1/5 cut, Bright Green, 25/box, Smead #64061. Delivery: 120 – Immediately 120 – 02/21/14	64566237	5.75	1,380.00	Office Depot, Inc.
22.	60 boxes	FILE POCKETS , expanding, 1-3/4" exp., 25/box, Smead #1514C. Delivery: 60 – Immediately	64566234	9.68	580.80	Office Depot, Inc.
23.	400 boxes	INDEX CARDS , 3 x 5, plain, 90#, 1000/box, Amer.Paper #IND35P Delivery: 200 – Immediately 200 – 02/21/14	64566607	3.10	1,240.00	Pyramid School Products

Attachment: Bids 11-12-13 (4293 : Bids)

ITEM NO.	QUAN./ U.O.M.	DESCRIPTION	TERMS ITEM #	UNIT PRICE	TOTAL PRICE	RECOMMENDED VENDOR
24.	800 boxes	<u>INDEX CARDS</u> , 3 x 5, lined, 90#, 1000/box, Amer.Paper #IND35RL. Delivery: 400 – Immediately 400 – 02/21/14	64566608	3.10	2,480.00	Pyramid School Products
25.	80 boxes	<u>INDEX CARDS</u> , 5 x 8, plain, 90#, 500/box, Esselte #50. Delivery: 80 – Immediately	64566609	3.85	308.00	Office Depot, Inc.
26.	150 boxes	<u>INDEX CARDS</u> , 5 x 8, lined, 90#, 500/box, Esselte #51. Delivery: 150 – Immediately	64566610	3.85	577.50	Office Depot, Inc.
27.	10 boxes	<u>INDEX CARDS</u> , 4 x 6, plain, 90#, 1000/box, American Paper #IND46P Delivery: 10 – Immediately	64566611	4.67	46.70	Bye-Mo'r, Inc.
28.	110 boxes	<u>INDEX CARDS</u> , 4 x 6, lined, 90#, 1000/box, Amer. Paper #IND46RL. Delivery: 110 – Immediately	64566612	4.67	513.70	Bye-Mo'r, Inc.
29.	120 pkgs.	<u>TABLE, COLOR-CODING DOTS</u> , ¾" dia., asst. solid colors, 1000/pkg., Leonard #45100. Delivery: 120 – Immediately	61566018	.89	106.80	Pyramid School Products
30.	140 boxes	<u>TABLE, FILE FOLDER</u> , Self-adhesive, 9/16" x 3-7/16", white, 248/box, Leonard #45235. Delivery: 140 – Immediately	61566238	.74	103.60	Pyramid School Products
31.	50 boxes	<u>TABLE, LASER PRINTER</u> , self-adhesive, blank white, 1" x 2-5/8", 3,000 labels/box, Office Depot #505-0004. Delivery: 50 – Immediately	20544542	4.06	203.00	Office Depot, Inc.
32.	40 doz.	<u>LEGAL PADS</u> , Ruled, white, 50 sheets/pad, top binding, 8-1/2" x 14, Oxford Ampad #20-363. Delivery: 40 – Immediately	64566430	6.44	257.60	Pyramid School Products
33.	500 doz.	<u>LEGAL PADS</u> , Same as above except 8-1/2" x 11-3/4", Office Depot #99401. Delivery: 250 – Immediately 250 – 02/21/14	64566429	4.31	2,155.00	Office Depot, Inc.
34.	150 doz.	<u>STENOGRAPHIC NOTEBOOKS</u> , Gregg ruled, eye-ease green, 6" x 9", 80 sheets, Office Depot #99470. Delivery: 150 – Immediately	64566400	4.42	663.00	Office Depot, Inc.
35.	400 rolls	<u>TAPE</u> , Calculator, white, 2-1/4" wide, 3" dia., Office Depot #554035. Delivery: 400 – Immediately	64566596	.25	100.00	Office Depot, Inc.

ITEM NO.	QUAN./ U.O.M.	DESCRIPTION	TERMS ITEM #	UNIT PRICE	TOTAL PRICE	RECOMMENDED VENDOR
36.	200 cases	<u>THEME PAPER</u> , 8" x 10-1/2", sub 16, white sulphite, w/red left margin (1-1/8"), 11/32" ruling, <u>not</u> punched 500 sheets/ream, Amer. Paper #900. Delivery: 100 – Immediately 100 – 02/21/14	64229923	20.80	4,160.00	Pyramid School Products

The contract value stated is for the initial purchase; however, additional purchases may be made, utilizing the above unit prices, but the total cannot be estimated.

Total Award Summary by Vendor

AFP Industries, Inc.	\$ 1,546.00
Bye-Mo'r, Inc.	560.00
Office Depot, Inc.	30,102.00
Pyramid School Products	20,901.00
School Specialty, Inc.	96.00

PURCHASING AGENDA ITEM**10.22.a**

School Board of Pinellas County, Florida

School Board Meeting of: November 12, 2013**Bid No:** 14-785-050**Bid Title:** Diplomas**Original Bid No:** N/A

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☒ Lowest Responsive Bid
 ☐ Request for Proposal
 ☐ Reject Bids
 ☐ Piggy-Back Bid per 6A-1.012 (6)
 ☐ Sale of Property
☐ Revised Award *
 ☐ Highest Point Score
 ☐ Re-Award (partial/whole) *
 ☐ State Contract per 6A-1.012 (5)
☐ Renewal of Contract
 ☐ Contract/Bid Termination *
 ☐ Contract Extension * Term: _____
 ☐ Co-Op Bid
☐ Professional Services per FS 287.055
 ☐ Direct Negotiation per 6A-1.012 (14)
 ☐ Emergency Ratification *

Contract Period: 11/12/13 thru 11/11/16 ☐ N/A - One Time Purchase**Contract Value:** \$ 45,000.00

Contract Type:
☒ Estimated Dollar Amount
☐ Firm, Fixed Dollar Amount
☒ Firm, Fixed Unit Prices
☐ Firm, Fixed Fees or Discounts

Renewal Options:	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> Length of Each Term	<input type="checkbox"/> None
	1	6-months	3- year	

*** Rationale/Reason**
☐ **Reason for Submittal to Board Under Separate Cover:**
Bidders Solicited: 379
Bids Received: 4
Late Bids: 0
Rejected Bids: 0
☐ N/A - Bids Not Required

Submitted By: Linda M. Balcombe, CPPO, CPPB **For:** County Wide High Schools
Title: Director, Purchasing Department

Requested By: Rita Vasquez **Buyer:** Frieda Juran
Title: Executive Director, High School Education

Recommended award by vendor as follows: (see attached)

HERFF JONES, INC.

Diploma will be 6" x 8", embossed on good quality ivory parchment paper and includes State of Florida gold seal, gold stamp and approximately 1" diameter.

Approximately total quantity for the 2014 June graduation will be 10,000 in various size lots for delivery to (17) high schools (3) adult education centers (2) emotional disturbed (SED) centers. In January 2014, diplomas will also be required for approximately 500 mid-year graduates.

High School diplomas will be ordered each year in exact quantities needed by individual schools. Included on each sheet should be the names of the Board Chair, the Superintendent, the student's name, Principal's name, date and place. Delivery of these diplomas is to be no later than two weeks prior to dates provided for end semester January and (1) one month June graduations. Vendor will be notified of these dates by August of each year.

Unit cost =\$1.19 each

Attachment: Bids 11-12-13 (4293 : Bids)

PURCHASING AGENDA ITEM**10.22.a**

School Board of Pinellas County, Florida

School Board Meeting of: November 12, 2013**Bid No:** 13-545-242-RA**Bid Title:** Machinery: CNC Lathe and Mill**Original Bid No:** 13-545-242

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☐ Lowest Responsive Bid ☐ Request for Proposal ☐ Reject Bids ☐ Piggy-Back Bid per 6A-1.012 (6) ☐ Sale of Property
☒ Revised Award * ☐ Highest Point Score ☐ Re-Award (partial/whole) * ☐ State Contract per 6A-1.012 (5)
☐ Renewal of Contract ☐ Contract/Bid Termination * ☐ Contract Extension * Term: _____ ☐ Co-Op Bid
☐ Professional Services per FS 287.055 ☐ Direct Negotiation per 6A-1.012 (14) ☐ Emergency Ratification *

Contract Period:

thru

☒ N/A - One Time Purchase**Contract Value:**

\$ 59,862.00

Contract Type:

- ☐ Estimated Dollar Amount ☒ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☐ Firm, Fixed Fees or Discounts

Renewal Options:

No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> None
	6-months	- year	

*** Rationale/Reason**

An Invitation to Bid was issued on April 9, 2013 for a CNC Lathe and a Milling Machine to be purchased for pTEC Clearwater. Forty-seven vendors were solicited, one response was received and the original contract value of \$113,715.00 was board approved on June 11, 2013. An additional CNC Lathe is now requested for East Lake High School and the vendor has agreed to hold the bid price of \$59,862.00 from the original contract.

☐ Reason for Submittal to Board Under Separate Cover:

Bidders Solicited: _____ Bids Received: _____ Late Bids: _____ Rejected Bids: _____ ☒ N/A - Bids Not Required**Submitted By:** Linda M. Balcombe, CPPO, CPPB**For:** East Lake High School**Title:** Director, Purchasing Department**Requested By:** David Barnes**Buyer:** Mark Shuman, CPPO, CPPB**Title:** Director, Career, Technical, and Adult Education**Recommended award by vendor as follows: (see attached)**

Provide, deliver, and install the following CNC Lathe at East Lake High School. Training on this new equipment is also to be provided by the vendor at East Lake High at no extra cost.

HAAS FACTORY OUTLET, LLC. (V-31164)

QUANTITY	MODEL NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
1	ST-10	CNC Lathe, 14" x 14" Max Capacity, 16.25" Swing, 15 HP	\$39,095.00	\$39,095.00
1	ATP	Automatic Tool Pre-setter System	\$3,565.00	\$3,565.00
1	LTS-1	Optional Manual Tailstock	\$4,245.00	\$4,245.00
1	IPS	Intuitive Programming System	\$1,695.00	\$1,695.00
1	LCC1	Belt-Type Chip Conveyor	\$3,820.00	\$3,820.00
1	EWL-1	Standard 12-Month Warranty	No Charge	No Charge
1	CSMD	Control Simulator Module	No Charge	No Charge
1	TCERT	Tool Purchase Allowance	\$1,000.00	\$1,000.00
4	STD-PM	Yearly Preventative Maintenance	\$895.00	\$3,580.00
1	N/A	Freight to Destination	\$1,562.00	\$1,562.00
1	N/A	Rigging for Unloading & Placement	\$1,300.00	\$1,300.00
1	N/A	Training by Haas Personnel	No Charge	No Charge
			Total Cost	\$59,862.00

Attachment: Bids 11-12-13 (4293 : Bids)

PURCHASING AGENDA ITEM

School Board of Pinellas County, Florida

10.22.a

School Board Meeting of: November 12, 2013**Bid No:** 14-670-077-RN**Bid Title:** Plumbing Supplies**Original Bid No:** 13-670-020

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☐ Lowest Responsive Bid ☐ Request for Proposal ☐ Reject Bids ☐ Piggy-Back Bid per 6A-1.012 (6) ☐ Sale of Property
☐ Revised Award * ☐ Highest Point Score ☐ Re-Award (partial/whole) * ☐ State Contract per 6A-1.012 (5)
☒ Renewal of Contract ☐ Contract/Bid Termination * ☐ Contract Extension * Term: _____ ☐ Co-Op Bid
☐ Professional Services per FS 287.055 ☐ Direct Negotiation per 6A-1.012 (14) ☐ Emergency Ratification *

Contract Period: 12/14/13 thru 12/13/14☐ N/A - One Time Purchase**Contract Value:** \$ 900,000.00

Contract Type: ☒ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☒ Firm, Fixed Fees or Discounts

Renewal Options:

No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> Length of Each Term	<input type="checkbox"/> None
1	6-months	1 - year	

*** Rationale/Reason**

☐ Reason for Submittal to Board Under Separate Cover:

Bidders Solicited: _____ Bids Received: _____ Late Bids: _____ Rejected Bids: _____ ☒ N/A - Bids Not Required

Submitted By: Linda M. Balcombe, CPPO, CPPB
Title: Director, Purchasing Department

For: Maintenance Department

Requested By: Michael Hewett
Title: Director, Maintenance Department

Buyer: Nick Sparta**Recommended award by vendor as follows: (see attached)**

Provide and deliver plumbing supplies to various locations county wide, at firm discounts to be deducted from the manufacturer's list prices for the contract period. Awarded vendors are also expected to provide copies of applicable pages from manufacturer's pricelists at the time requested prior to order placement.

INTERLINE BRANDS INC, DBA AMSAN (V-22151)

FERGUSON ENTERPRISES, INC. (V-794)

HUGHES SUPPLY (V-30742)

HYDROLOGIC DISTRIBUTION CO. (V-29415)

NOLAND COMPANY (V-9197)

Category No.	Category Description	Mfr. Bid	Discount from List Price	TERMS Vendor Number
1	PVC Pipe Sch 40 & DWV	Charlotte	58%	V-794
2	PVC Pipe Fittings Sch 40 & DWV	Charlotte	87%	V-794
3	Copper Pipe, Type L	Cambridge Lee	55%	V-29415
4	Copper Pipe Fittings	Elkhart	88%	V-794
6	Dialectic Unions <i>Domestic Only</i>	Wilkins	60%	V-22151
7	Toilet Seats	ProFlo	57%	V-794
8	Toilets & Urinals	American Standard	62.5%	V-9197
9	Lavatory Sinks & Accessories	ProFlo/Kohler	67.3%	V-794
10	Classroom Sinks	Just	57%	V-30742
11	Bubblers	Central Brass/Elkay	34%	V-794
12	Water Coolers & Fountains	Elkay	51%	V-30742
13	Commercial Water Heaters	State	34-37%	V-794
14	Thermostats	Camco	45%	V-9197
15	Solid Interceptors	Zurn	84%	V-30742
16	Faucets	Zurn	71-65%	V-30742
17	Spuds <i>Domestic Only</i>	ProFlo	65%	V-794
18	Angle Stops	ProFlo	65%	V-794
20	Metal Traps & Tailpieces	ProFlo	68%	V-794
21	Sloan Valves & Parts	Sloan	46-62%	V-794
22	Sillcocks	Zurn	50%	V-794
23	Plastic Traps & Tailpieces	Dearborn	82%	V-30742

Attachment: Bids 11-12-13 (4293 : Bids)

Category No.	Category Description	Mfr. Bid	Discount from List Price	TERMS Vendor Number
24	Ball Valves, <i>Domestic Only</i>	Apollo	35%	V-22151
25	FlowGuard CPVC Pipe & Fittings	Charlotte, Sioux Chief	50-80%	V-794
26	Threaded Brass Nipples & Fittings Sch 40	Trenton	77-94%	V-30742
27	Check Valves, <i>Domestic Only</i>	Apollo	51%	V-30742
28	Escutcheons	Eastman	35%	V-29415
29	Boiler Drains	ProFlo	65%	V-794
30	Brass Plugs, DWV <i>Domestic Only</i>	ProFlo	65%	V-794
31	Solder & Flux	Worthington Rectorseal	40% 20%	V-30742
32	Water Supplies	ProFlo	65-75%	V-794
33	Water Filters	3M-Aqua Pure	54%	V-30742
34	Sewer Vents	Mainline	55-68%	V-30742
35	Mechanical Joint Couplings	ProFlo	65%	V-794
36	Miscellaneous Items	Various	Various	V-794
TERMS #				
67070160	Caps, closet bolt, plastic	ProFlo	47%	
67072040	Bolts, closet, brass	ProFlo	65%	
67072044	Bolts, tank-to bowl	ProFlo	65%	
67072125	Plumber's Cloth	ProFlo	65%	
67072147	Cover, Cock-hole 2"	ProFlo	60%	
67072830	Lever, Tank	ProFlo	53%	
67073145	Tape, Teflon ½"	ProFlo	55%	
67073145	Plumber's Putty	Oatey	65%	
67073407	Wax Ring, Toilet	ProFlo	70%	
67077533	Wax Ring, Urinal	ProFlo	73%	
67077534	Flapper, Red Korky Reg.	Lavelle	60%	
67077535	Flapper, Red Korky 1.6 gl	Lavelle	60%	

Note: Category #5, Soft Copper Tubing, and Category #19, Fernco Adapters, were not renewed by Hughes Supply. Items in these categories will be purchased competitively on the open market.

Attachment: Bids 11-12-13 (4293 : Bids)

PURCHASING AGENDA ITEM**10.22.a**

School Board of Pinellas County, Florida

School Board Meeting of: November 12, 2013**Bid No:** 14-615-078-SC**Bid Title:** Office & Classroom Supplies**Original Bid No:** 11-615-088-SC

Recommend approval of this agenda item under the specific category checked below.

Agenda Item Categories:

- ☐ Lowest Responsive Bid ☐ Request for Proposal ☐ Reject Bids ☐ Piggy-Back Bid per 6A-1.012 (6) ☐ Sale of Property
☐ Revised Award * ☐ Highest Point Score ☐ Re-Award (partial/whole) * ☒ State Contract per 6A-1.012 (5)
☒ Renewal of Contract ☐ Contract/Bid Termination * ☐ Contract Extension * Term: _____ ☐ Co-Op Bid
☐ Professional Services per FS 287.055 ☐ Direct Negotiation per 6A-1.012 (14) ☐ Emergency Ratification *

Contract Period: 10/17/13 thru 10/17/14 ☐ N/A - One Time Purchase**Contract Value:** \$ 900,000.00

Contract Type: ☒ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☒ Firm, Fixed Unit Prices ☒ Firm, Fixed Fees or Discounts

Renewal Options:	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term	<input checked="" type="checkbox"/> Length of Each Term	<input type="checkbox"/> None
	2	6-months	1 - year	

*** Rationale/Reason**Utilizing Florida State Contract #618-000-11-1.☐ **Reason for Submittal to Board Under Separate Cover:**

Bidders Solicited: _____ Bids Received: _____ Late Bids: _____ Rejected Bids: _____ ☒ N/A - Bids Not Required

Submitted By: Linda M. Balcombe, CPPO, CPPB **For:** County Wide
Title: Director, Purchasing Department

Requested By: Linda M. Balcombe, CPPO, CPPB **Buyer:** Susan Oehler
Title: Director, Purchasing Department

Recommended award by vendor as follows:**OFFICE DEPOT, INC.**

Provide and deliver various general office and classroom supplies, as needed, to all schools and departments county wide in accordance with the terms and conditions of Florida State Contract #618-000-11-1.

School Board Meeting of: **November 12, 2013****Bid File No:** 14-480-071-SS**Bid File Title:** Sole Source AP Exams**Contract Period:** thru☒ N/A - One Time Purchase**Contract Value:** \$ 926,154.00

Contract Type: ☒ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☐ Firm, Fixed Fees or Discounts

*** Rationale/Reason**

These materials are exempt from bidding by the authority of School Board Rule 6A-1.012(11)(b).

Submitted By: Linda M. Balcombe, CPPO, CPPB**For:** Advanced Studies
Academic Excellence
Department**Title:** Director, Purchasing Department**Requested By:** Judith Vigue**Buyer:** Frieda Juran**Title:** Director, Advanced Studies Academic
Excellence Department**Recommended award by vendor as follows:****AP EXAMS**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
11,434	Advanced Placement Exams for 16 High School	81.00	926,154.00
		TOTAL	\$926,154.00

List of High Schools:

- Boca Ciega High School
- Countryside High School
- Dunedin High School
- Gibbs High School
- Largo High School
- Osceola High School
- Palm Harbor University High School
- Seminole High School
- Clearwater High School
- Dixie Hollins High School
- East Lake High School
- Lakewood High School
- Northeast High School
- Pinellas Park High School
- St. Petersburg High School
- Tarpon Springs High School

School Board Meeting of: **November 12, 2013****Bid File No:** 14-480-070-SS**Bid File Title:** Sole Source Examination Fees**Contract Period:** thru ☒ N/A - One Time Purchase**Contract Value:** \$ 197,195.00**Contract Type:** ☐ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☒ Firm, Fixed Unit Prices ☐ Firm, Fixed Fees or Discounts*** Rationale/Reason**This vendor is the publisher and holds the copyrights for these examination fees.**Submitted By:** Linda M. Balcombe, CPPO, CPPB**For:** Palm Harbor University High School
St. Petersburg High School**Title:** Director, Purchasing Department**Requested By:** Judith Vigue**Buyer:** Frieda Juran**Title:** Director, Advanced Studies Academic Excellence Department

Recommended award by vendor as follows: (see attached)

INTERNATIONAL BACALAUREATE**PALM HARBOR UNIVERSITY HIGH SCHOOL**

<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u># OF DIPLOMA CANDIDATES</u>	<u># OF SUBJECTS</u>	<u>TOTAL</u>
Per Capita Registration Fees	157.00	121each		18,997.00
Examination Fees, (\$108/exam x 6 exams each)	648.00	121each	6	78,408.00
Enquiries Upon results, overage estimate		1 lot		3,300.00
			TOTAL	\$100,705.00

ST.PETERSBURG HIGH SCHOOL

<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u># OF DIPLOMA CANDIDATES</u>	<u># OF SUBJECTS</u>	<u>TOTAL</u>
Per Capita Registration Fees	157.00	118 each		18,526.00
Examination Fees, (\$108/exam x 6 exams each)	648.00	118 each	6	76,464.00
Enquiries Upon results, overage estimate		1 lot		1,500.00
			TOTAL	96,490.00
		GRAND TOTAL		\$197,195.00

Attachment: Bids 11-12-13 (4293 : Bids)

School Board Meeting of: **November 12, 2013****Bid File No:** 14-205-079-SS**Bid File Title:** Sole Source Software License**Contract Period:** 2/14/14 thru 5/14/17☐ N/A - One Time Purchase**Contract Value:** \$ 150,688.00

Contract Type: ☐ Estimated Dollar Amount ☒ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☐ Firm, Fixed Fees or Discounts

*** Rationale/Reason**

This vendor holds the copyrights and distribution rights for this unlimited software license.

Submitted By: Linda M. Balcombe, CPPO, CPPB**For:** CTAE Post Secondary Department**Title:** Director, Purchasing Department**Requested By:** David Barnes**Buyer:** Frieda Juran**Title:** Executive Director, CTAE Post Secondary Department**Recommended award by vendor as follows:****HOUGHTON MIFFLIN HARCOURT****Skills Tutor Unlimited Student License**

<u>PART #</u>	<u>ISBN #</u>	<u>DESCRIPTION</u>
1062291	9780547226309	Skills Tutor Virtual Implementation/On Going Support Renewal-1 year
1466656	9780547626307	Skills Tutor Site License Renewal: 26 Modules,3 year The modules include in the license are: Beginning Language Arts, Beginning Math, Reading Comprehension LL, Reading Comprehension A,B and C, Reading Vocabulary A, B and C, Math A,B and C, Language Arts A, B and C, Reading, Writing, Language, Basic Math, Intermediate Math, Algebra I, Algebra II, Science I, Science II, Information Skills, and Workforce Readiness Skills. Skills Tutor Thirty-nine month renewal for four sites: 2/14/2014 – 5/14/2017 Clearwater Adult Education Center, Dixie Hollins Adult Education Center, Palm Harbor Community Center, Lakewood Community School
1083020	9780547234502	Skills Tutor Site License Renewal Employability Skills – 3 years for the above referenced schools.

School Board Meeting of: **November 12, 2013****Bid File No:** 14-205-066-SS**Bid File Title:** Sole Source Curriculum PE
Online Licenses**Contract Period:** thru☒ N/A - One Time Purchase**Contract Value:** \$ 51,180.00**Contract Type:** ☐ Estimated Dollar Amount ☒ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☐ Firm, Fixed Fees or Discounts*** Rationale/Reason**

The vendor holds the copyrights and the distribution rights for this online curriculum & licenses.

Submitted By: Linda M. Balcombe, CPPO, CPPB**For:** Pinellas Virtual School
(K-12)**Title:** Director, Purchasing Department**Requested By:** Mandy Perry,**Buyer:** Clair Stapleton**Title:** Administrator, Pinellas Virtual School
(K-12)**Recommended award by vendor as follows:****CARONE FITNESS INC. V28121**

<u>Description</u>	<u>ITEM CODE</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
HOPE 1 & 2 high school online health and PE curriculum meeting the FL HOPE course standards, by Carone Fitness per student license	HOPE1	381	\$125.00	\$47,625.00
Fitness basic I 6 th Grade online PE curriculum by Carone Fitness per student license	FBI	15	79.00	1,185.00
Intro to Individual Sports I middle school online PE curriculum by Carone Fitness per student license	IND	30	79.00	2,370.00
			TOTAL:	\$51,180.00

11/12/13 10:30 AM

Regular School Board Meeting301 Fourth Street SW
Largo, FL 33770**Pinellas County
Schools****SCHEDULED****REQUEST FOR APPROVAL (ID # 4296)**

DATE: November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Adoption of the Recommended Order of the Administrative Law Judge, Rejection of Exceptions, Dismissal of the Bid Protests of TAMCO Electric, Inc., and Rejection of all Bids in the Underlying Procurements

BACKGROUND:

TAMCO Electric, Inc. ("TAMCO") protested the recommendation that all bids be rejected with regard to two Invitations to Bid ("ITB"), ITB 13-803-205, P.A. Sound System Removal and Replacement at Countryside High School and ITB 13-803-206, P.A. Sound System Removal and Replacement at Pinellas Park High School. District staff determined that a rejection of all bids was recommended when it was discovered that procedural errors occurred in the bidding process. Specifically, a list of subcontractors was not required to be submitted at the time of bid opening and there was inconsistent language regarding the type of experience required. Both of these errors have been corrected for future bids.

Although there are two separate cases, the cases were consolidated for the purpose of the hearing because the facts were nearly identical. Following the hearing held on September 4, 2013, the Administrative Law Judge ("ALJ") found that the recommendation to reject all bids was not fraudulent, illegal, dishonest or arbitrary (the standard set by Section 120.57(3)(f), Florida Statutes) and that the Board should dismiss both of the protests. TAMCO has filed exceptions to the ALJ's Recommended Orders and the District has filed a response to these exceptions. The Board must also act on the recommendation to reject all bids. The Administration anticipates soliciting new bids for these two projects in the near future.

The record in the proceeding, together with applicable Board policy, Administration's proposed Final Orders, TAMCO's exceptions, and the District's response to the exceptions, was submitted to the Board under separate cover. The proposed Final Orders adopt the ALJ's Recommended Orders dismissing the bid protests. The ALJ's Recommended Orders are included in the record submitted to the Board.

STRATEGIC DIRECTIONS: Effective and Efficient Use of Resources

ALTERNATIVES:

1. Enter the proposed Final Orders adopting the ALJ's Recommended Orders, reject TAMCO's exceptions to the Recommended Orders, dismiss the bid protests filed by TAMCO, and reject all bids received in response to ITB 13-803-205 and ITB 13-803-206.
2. Do not adopt the ALJ's Recommended Orders, enter a different order rejecting or modifying conclusions or findings, and award ITB 13-803-205 and ITB 13-803-206 to TAMCO.

RECOMMENDATION:

Alternative #1 is recommended.

RATIONALE:

The ALJ issued Recommended Orders on October 16, 2013, recommending that the School Board enter a final order finding that the rejection of all bids submitted in response to ITB 13-803-205 and ITB 13-803-206 was not illegal, arbitrary dishonest, or fraudulent, and dismissing TAMCO Electric, Inc.'s protests.

IMPACT STATEMENT:

None if Recommended Order is adopted.

DATA SOURCE:

Michael Bessette, Associate Superintendent, Operational Services
Linda Balcombe, Director, Purchasing Department
Michael Hewett, Director of Maintenance

SUBMITTED BY:

Heather Wallace, Assistant School Board Attorney

ATTACHMENTS:

- Final Orders and Recommended Orders (PDF)

STATE OF FLORIDA
DIVISION OF ADMINISTRATIVE HEARINGS

TAMCO ELECTRIC, INC.,)	
)	
Petitioner,)	
)	
vs.)	Case No. 13-2152BID
)	
)	
PINELLAS COUNTY SCHOOL BOARD)	
)	
Respondent.)	
_____)	

FINAL ORDER

THIS CAUSE having come before the School Board of Pinellas County, Florida, at its regular meeting held at 10:30 a.m. on November 12, 2013, after due notice as required by law; the Administrative Law Judge, Linzie F. Bogan, having submitted his Recommended Order to the School Board pursuant to Section 120.57(3)(e), Florida Statutes; the School Board having received the record in the case, and being otherwise fully advised in the premises;

IT IS THEREUPON ORDERED by the School Board of Pinellas County, Florida, that:

1. The Recommended Order dated October 16, 2013, is incorporated by reference, and is adopted as the Final Order of the School Board.
2. Petitioner's Exceptions to Recommended Orders are hereby rejected.
3. The School Board of Pinellas County, Florida, hereby finds that the rejection of all bids was not fraudulent, illegal, dishonest or arbitrary, dismisses TAMCO's Electric, Inc.'s protest with regard to Invitation to Bid 13-803-205, P.A. Sound System Removal and Replacement at Countryside High School.

DONE AND ORDERED this 12th day of November, 2013.

THE SCHOOL BOARD OF PINELLAS COUNTY,
FLORIDA

By: _____
Carol J. Cook, Chairperson

Attest: _____
Michael A. Grego, Ed.D., Superintendent

CERTIFICATE OF SERVICE

I hereby certify that this Final Order was filed with me on this _____ day of November, 2013, and a conformed copy of the same was furnished on said date by hand delivery to Heather J. Wallace, Attorney for the Respondent, and by regular U.S. Mail, postage prepaid, to W. Bart Meacham, Attorney for Petitioner at 308 East Plymouth Street, Tampa, FL 33603.

Deborah Beaty
Clerk of the School Board

NOTICE

All parties have the right of judicial review of this Final Order in accordance with Section 120.68, Florida Statutes. In order to appeal, a party must file a notice of appeal with Deborah Beaty, the Clerk of the School Board, 301 4th Street S.W., Largo, FL 33770, within thirty (30) days of the rendition of this order (which occurred on the date such Final Order was filed with the clerk as set forth above), and must also file a copy of the notice, accompanied by filing fees, with the Clerk of the Second District Court of Appeal, 1005 East Memorial Blvd., Lakeland, FL 33801, tel. (863) 499-2290. Review proceedings shall be conducted in accordance with the Florida Rules of Appellate Procedure, and specifically, Rule 9.110 of such Florida Rules of Appellate Procedure.

STATE OF FLORIDA
DIVISION OF ADMINISTRATIVE HEARINGS

TAMCO ELECTRIC, INC.,

Petitioner,

vs.

Case No. 13-2152BID

PINELLAS COUNTY SCHOOL BOARD,

Respondent.

RECOMMENDED ORDER

Pursuant to notice, a final hearing in this cause was held by video teleconference between sites in St. Petersburg and Tallahassee, Florida, on September 4, 2013, before the Division of Administrative Hearings by its designated Administrative Law Judge Linzie F. Bogan.

APPEARANCES

For Petitioner: William B. Meacham, Esquire
308 East Plymouth Street
Tampa, Florida 33603

For Respondent: Heather J. Wallace, Esquire
Pinellas County School Board
301 4th Street Southwest
Largo, Florida 33770

STATEMENT OF THE ISSUE

Whether Respondent's action to reject all bids submitted in response to ITB 13-803-205, relating to the removal and replacement of the public address system at Countryside High

School, is illegal, arbitrary, dishonest, or fraudulent, as alleged in the Amended Petition.

PRELIMINARY STATEMENT

Tamco Electric, Inc. (Petitioner), is challenging the decision by the Pinellas County School Board (Respondent), to reject all bids submitted in response to an Invitation to Bid 13-03-205 (ITB) advertised on March 4, 2013. Petitioner was the lowest bidder for the project. However, Respondent rejected Petitioner's bid when it determined that Petitioner's bid was non-responsive. Petitioner filed a protest challenging Respondent's decision to reject its bid and Respondent, based upon grounds enumerated in Petitioner's protest, decided to reject all bids submitted in response to the ITB. Petitioner challenges herein Respondent's decision to reject all bids.

On June 13, 2013, Petitioner's bid protest was referred to the Division of Administrative Hearings for assignment of an Administrative Law Judge. By agreement of the parties, the final hearing took place on September 4, 2013. Also by agreement of the parties, the instant case was consolidated for final hearing purposes with Division of Administrative Hearings Case No. 13-2153BID. As requested by the parties, Recommended Orders will be issued in each case.

At the hearing, Petitioner offered testimony from Keith Thomsen, Linda Balcombe, Michael Hewett, and Alfred Trujillo.

Mr. Trujillo is the vice president of Tamco Electric, Inc. The remaining witnesses are employed by Respondent. Counsel for Respondent examined each witness but did not call any witnesses during its case-in-chief. The parties Joint Exhibits 1 through 7 were admitted into evidence. Petitioner's Exhibits 5 through 8, and 10, were also admitted into evidence.

A Transcript of the proceeding was filed with the Division of Administrative Hearings on September 18, 2013. Respondent timely filed a proposed recommended order, which has been considered in the preparation of this Recommended Order. Petitioner did not file a proposed recommended order.

FINDINGS OF FACT

1. On March 4, 2013, the ITB was issued by Respondent for work related to the removal and replacement of the public address system at Countryside High School in Clearwater, Florida. According to the Special Conditions portions of the ITB, the "scope" of the project is to "[p]rovide labor and materials to remove and replace the auditorium sound system as per plans and specifications by Keane Acoustics, Inc." The ITB was assigned bid number 13-803-205 by Respondent. Bids for the contract were to be submitted to Respondent by 3:00 p.m., April 11, 2013.

2. Bids for the project were timely received from two companies. The first company, Becker Communications, Inc., d/b/a BCI Integrated Solutions (BCI), submitted a bid in the amount of

\$118,143.27. Petitioner submitted a bid in the amount of \$108,000.00.

3. There is a section of the ITB titled "special conditions." The special conditions provide in part that "[t]his is an ALL or NONE bid [and] [t]he entire contract shall be awarded to the lowest responsive and responsible bidder meeting the specifications." On April 22, 2013, Respondent posted a notice advising of its intent to award the contract to BCI.

4. Although Petitioner submitted the lowest bid, Respondent determined that Petitioner's bid was non-responsive because the bid failed to include "proof of 5 years [of] experience with this type of work" as required by the special conditions of the ITB. Petitioner interpreted this provision as requiring five years of experience as a certain type of general contractor, which Petitioner had, whereas Respondent intended for the ITB to convey that five years of experience related to the removal and installation of audio equipment was the desired type of experience. Petitioner's failure to respond to the ITB in the manner contemplated by Respondent was a technical, nonmaterial irregularity.^{1/}

5. Numbered paragraph six of the General Terms & Conditions of the ITB provides in part that Respondent "expressly reserves the right to reject any bid proposal if it determines that the

. . . experience of the bidder, compared to work proposed, justifies such rejection."

6. On April 24, 2013, Petitioner provided to Respondent a notice advising of its intent to protest the award of the contract to BCI. On May 3, 2013, Petitioner filed its formal protest challenging Respondent's intended action of awarding the contract to BCI.

7. Petitioner's formal protest enumerated several grounds. Of particular concern to Respondent were Petitioner's assertions that the ITB was "inconsistent with Florida law since bidders [were] not required to submit a List of Subcontractors by the time of opening bid"^{2/} and that provisions of the ITB were ambiguous with respect to the type of experience required to qualify for bidding.^{3/} Prior to receiving Petitioner's protest, Respondent was unaware of the fact that its bid specifications governing the disclosure of subcontractors did not comply with Florida law. Upon consideration of Petitioner's grounds for protest, Respondent determined that the ITB, as alleged by Petitioner, failed to comply with section 255.0515, Florida Statutes (2012),^{4/} and that there was ambiguity in the language regarding the experience requirements for bidders.^{5/}

8. Respondent refers to the problems with the ITB as "procedural errors." These procedural errors will be referred to herein as "irregularities" as this term is more in keeping with

the nomenclature of this area of jurisprudence. Given the ITB's irregularities, Respondent decided to reject all bids.

9. In explaining Respondent's rationale for rejecting all bids, Michael Hewett, Respondent's Director of Maintenance,^{6/} testified that "the [irregularities] were such that [they] potentially could give an unfair advantage to one bidder over another." As for the issue related to the requirements of section 255.0515, Mr. Hewett explained that neither of the two bidders submitted a listing of subcontractors. It would have been competitively disadvantageous to BCI if Petitioner were able to successfully argue that BCI should be disqualified for failing to provide a listing of subcontractors when Petitioner also failed to provide such listing.

10. During the same approximate time that the ITB in the present case was issued, Respondent issued an ITB for nearly identical work to be performed at one of its other facilities (Palm Harbor). In all material respects, the Palm Harbor ITB was identical to the one at issue herein. Unlike the present case, BCI was the sole bidder for the Palm Harbor project and this distinguishing fact reasonably explains why Respondent did not reject BCI's bid for the Palm Harbor Project even though the ITB therein was plagued with the same irregularities found in the present case.^{7/}

CONCLUSIONS OF LAW

11. The Division of Administrative Hearings has jurisdiction over the subject matter and the parties in this case under sections 120.569 and 120.57(1), Florida Statutes.

12. Petitioner demonstrated standing and entitlement to hearing on Respondent's decision to reject all bids.

13. Petitioner bears the burden of proof, which rests with the party protesting the proposed agency action. § 120.57(3)(f); State Contracting and Eng. Corp. v. Dep't of Transp., 709 So. 2d 607, 609 (Fla. 1st DCA 1998).

14. In a proceeding brought to protest the intended rejection of all competitive proposals, the applicable standard of review is that developed in Dep't of Transp. v. Groves-Watkins Constructors, 530 So. 2d 912, 914 (Fla. 1988), a case in which the Florida Supreme Court held that the administrative law judge's "responsibility is to ascertain whether the agency acted fraudulently, arbitrarily, illegally or dishonestly." The statute was subsequently amended to reflect that this is the applicable standard when an agency rejects all bids. § 120.57(3)(f).

15. This is a stringent burden. As the First District has stated, "an agency's rejection of all bids must stand, absent a showing that the 'purpose or effect of the rejection' is to defeat the object and integrity of competitive bidding.'" Gulf Real

Props., Inc. v. Dep't of Health and Rehab. Servs., 687 So. 2d 1336, 1338 (Fla. 1st DCA 1997).

16. Petitioner alleges that Respondent's decision to reject all bids was arbitrary because Respondent "changed its story and otherwise refused to provide any specifics or details regarding its rejection of all bids. . . ." ^{8/} Where an agency, in deciding to reject all bids, has engaged in an honest, lawful, and rational exercise of its "wide discretion in soliciting and accepting bids for public improvements" its decision will not be overturned, even if it may appear erroneous and even if reasonable persons may disagree. Dep't of Transp. v. Groves-Watkins Constructors, 530 So. 2d 912, 913 (Fla. 1988) (quoting from Liberty Co. v. Baxter's Asphalt and Concrete, Inc., 421 So. 2d 505, 507 (Fla. 1982)).

17. An agency's discretion to reject all bids is not unbridled, however. Notwithstanding the fact that Petitioner alleges fraud, illegality, and dishonesty, the essence of Petitioner's case is that Respondent's decision to reject all bids was arbitrary because Respondent allowed a similar project to proceed with the same contractual irregularities. An arbitrary decision is one that is not supported by facts or logic, or is despotic. Agrico Chem. Co. v. Dep't of Env'tl. Reg., 365 So. 2d 759, 763 (Fla. 1st DCA 1978).

18. In applying the "arbitrary" standard of review, it must be determined whether the agency has: (1) considered all the

relevant factors; (2) given actual, good faith consideration to those factors; and (3) used reason rather than whim to progress from consideration of each of these factors to its final decision. Adam Smith Enterprises, Inc. v. State Dep't of Env'tl. Reg., 553 So. 2d 1260, 1273 (Fla. 1st DCA 1989).

19. The evidence establishes that Respondent's decision to reject all bids was based on concerns about ambiguities in the ITB's verbiage regarding the experience requirements for general contractors and the portion of the ITB governing the disclosure of subcontractors. Petitioner proved that the error in its bid regarding the extent of its professional experience was a technical, nonmaterial irregularity. Had the issue of Petitioner's level of experience been Petitioner's only ground of protest, then Petitioner would have undoubtedly prevailed in its initial protest of Respondent's decision to reject its bid as non-responsive. Cf. Overstreet Paving Co. v. Dep't of Transp., 608 So. 2d 851 (Fla. 2d DCA 1992) (no public benefit derives from rejecting low bidder for technical deficiency in the absence of unfair competitive advantage). However, when Petitioner raised the meritorious issue concerning the ITB's non-compliance with section 255.0515, this cast the ITB in a different light.

20. It has long been established that the policy reasons "implicit in [s]ection 255.0515, [serve to] prevent competitive advantage, insure the quality of the subcontractors, insure

public confidence in the bidding process, and encourage future competition." E.M. Watkins & Co. v. Bd. of Regents, 414 So. 2d 583, 587 (Fla. 1st DCA 1982). These policy objectives were furthered in the present case when Respondent decided to reject all bids. There is nothing fraudulent, arbitrary, illegal or dishonest about Respondent ensuring that its competitive bidding process comports with essential requirements of the law.

21. Petitioner has not met its burden of proving that the rejection of all bids by Respondent is illegal, arbitrary, dishonest, or fraudulent.

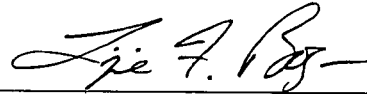
RECOMMENDATION

Upon consideration of the above findings of fact and conclusions of law, it is

RECOMMENDED:

That the Pinellas County School Board enter a final order finding that the rejection of all bids submitted in response to ITB 13-803-205 was not illegal, arbitrary, dishonest, or fraudulent, and dismissing Tamco Electric, Inc.'s instant protest.

DONE AND ENTERED this 16th day of October, 2013, in
Tallahassee, Leon County, Florida.



LINZIE F. BOGAN
Administrative Law Judge
Division of Administrative Hearings
The DeSoto Building
1230 Apalachee Parkway
Tallahassee, Florida 32399-3060
(850) 488-9675
Fax Filing (850) 921-6847
www.doah.state.fl.us

Filed with the Clerk of the
Division of Administrative Hearings
this 16th day of October, 2013.

ENDNOTES

^{1/} An irregularity is nonmaterial when a bidder does not, as a result of the irregularity, receive an economic benefit or advantage over other bidders. Harry Pepper & Assoc.'s, Inc. v. City of Cape Coral, 352 So. 2d 1190 (Fla. 2d DCA 1978). See also Liberty Cnty. v. Baxter's Asphalt & Concrete, 421 So. 2d 505 (Fla. 1982).

^{2/} Section 255.0515, Florida Statutes, provides that "[w]ith respect to state contracts let pursuant to competitive bidding, whether under chapter 1013, relating to educational facilities, or this chapter, relating to public buildings, the contractor shall not remove or replace subcontractors listed in the bid subsequent to the lists being made public at the bid opening, except upon good cause shown." The "special conditions" of the ITB provide that the list of all subcontractors that will provide services for the project may be submitted after the award of the contract. Neither Petitioner nor BCI submitted a list of subcontractors with their respective bid proposals.

^{3/} As previously noted, the "special conditions" of the ITB provide, in part, that in order for bids to be considered responsive, documentation should be provided by the bidder establishing "proof of 5 years [of] experience with this type of

work." The portion of the "special conditions" where this language appears enumerates three items dealing generally with the type of contractors' license that a bidder should possess. By comparison, the "general conditions" of the ITB provide that "[i]t is mandatory that contractors bidding as prime contractors on projects . . . be currently qualified on the date of opening of bids [as] an ET, ES, EF or EG contractor by providing a copy of their contractor's license, a business license for this type of work, and a [sic] proof of at least five (5) years [of] experience in installing Auditorium sound reinforcement systems." When these respective provisions of the ITB are read together, the most reasonable interpretation of the language would lead one to conclude that a bidder should have at least five years of experience in installing auditorium sound reinforcement systems as a licensed contractor. However, the respective provisions are not a model of clarity and it was not unreasonable for Petitioner to have misinterpreted the same nor was it irrational for Respondent to acknowledge the inherent ambiguity as one of the grounds for rejecting all bids.

4/ All references to Florida Statutes are to the 2012 edition unless otherwise indicated.

5/ The fact that Petitioner did not timely file a notice of protest to the terms, conditions, or specifications contained in the solicitation meant that bidders waived protest on this ground. Consultech of Jacksonville v. Dep't of Health, 876 So. 2d 731, 734 (Fla. 1st DCA 2004). The fact that Petitioner waived its right to protest the specifications does not itself preclude Respondent from considering ambiguities in the specifications as a factor when deciding to reject all bids on the ground that the ITB was flawed. See Caber Systems, Inc. v. Dep't of Gen. Servs., 530 So. 2d 325 (Fla. 1st DCA 1988).

6/ Mr. Hewett serves as a member of the supervisory staff responsible for technical specifications, licensing requirements, and award recommendations related to the project.

7/ Petitioner contends that because the irregularities did not justify rejection of the bid for the Palm Harbor project, that those same irregularities should therefore not justify the rejection of all bids in the present case. Petitioner presumes that Respondent's decision to not rebid the Palm Harbor project was correct. The undersigned states no opinion with respect to the correctness of Respondent's decision not to rebid the Palm Harbor project as this is not at issue in the present case. Nevertheless, the fact that the Palm Harbor project was allowed

to proceed and the project in the instant case was not, does not, ipso facto, establish that Respondent's decision to reject all bids was arbitrary, illegal, dishonest, or fraudulent.

^{8/} Petitioner offered no credible evidence establishing that Respondent "changed its story."

COPIES FURNISHED:

Heather J. Wallace, Esquire
Pinellas County School Board
301 4th Street Southwest
Largo, Florida 33770

William B. Meacham, Esquire
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Tallahassee, Florida 32399-0400

NOTICE OF RIGHT TO SUBMIT EXCEPTIONS

All parties have the right to submit written exceptions within 10 days from the date of this Recommended Order. Any exceptions to this Recommended Order should be filed with the agency that will issue the Final Order in this case.

STATE OF FLORIDA
DIVISION OF ADMINISTRATIVE HEARINGS

TAMCO ELECTRIC, INC.,)	
)	
Petitioner,)	
)	
vs.)	Case No. 13-2153BID
)	
)	
PINELLAS COUNTY SCHOOL BOARD)	
)	
Respondent.)	
_____)	

FINAL ORDER

THIS CAUSE having come before the School Board of Pinellas County, Florida, at its regular meeting held at 10:30 a.m. on November 12, 2013, after due notice as required by law; the Administrative Law Judge, Linzie F. Bogan, having submitted his Recommended Order to the School Board pursuant to Section 120.57(3)(e), Florida Statutes; the School Board having received the record in the case, and being otherwise fully advised in the premises;

IT IS THEREUPON ORDERED by the School Board of Pinellas County, Florida, that:

1. The Recommended Order dated October 16, 2013, is incorporated by reference, and is adopted as the Final Order of the School Board.
2. Petitioner's Exceptions to Recommended Orders are hereby rejected.
3. The School Board of Pinellas County, Florida, hereby finds that the rejection of all bids was not fraudulent, illegal, dishonest or arbitrary and dismisses TAMCO's Electric, Inc.'s protest with regard to Invitation to Bid 13-803-206, P.A. Sound System Removal and Replacement at Pinellas Park High School.

DONE AND ORDERED this 12th day of November, 2013.

THE SCHOOL BOARD OF PINELLAS COUNTY,
FLORIDA

By: _____
Carol J. Cook, Chairperson

Attest: _____
Michael A. Grego, Ed.D., Superintendent

CERTIFICATE OF SERVICE

I hereby certify that this Final Order was filed with me on this _____ day of November, 2013, and a conformed copy of the same was furnished on said date by hand delivery to Heather J. Wallace, Attorney for the Respondent, and by regular U.S. Mail, postage prepaid, to W. Bart Meacham, Attorney for Petitioner at 308 East Plymouth Street, Tampa, FL 33603.

Deborah Beaty
Clerk of the School Board

NOTICE

All parties have the right of judicial review of this Final Order in accordance with Section 120.68, Florida Statutes. In order to appeal, a party must file a notice of appeal with Deborah Beaty, the Clerk of the School Board, 301 4th Street S.W., Largo, FL 33770, within thirty (30) days of the rendition of this order (which occurred on the date such Final Order was filed with the clerk as set forth above), and must also file a copy of the notice, accompanied by filing fees, with the Clerk of the Second District Court of Appeal, 1005 East Memorial Blvd., Lakeland, FL 33801, tel. (863) 499-2290. Review proceedings shall be conducted in accordance with the Florida Rules of Appellate Procedure, and specifically, Rule 9.110 of such Florida Rules of Appellate Procedure.

STATE OF FLORIDA
DIVISION OF ADMINISTRATIVE HEARINGS

TAMCO ELECTRIC, INC.,

Petitioner,

vs.

Case No. 13-2153BID

PINELLAS COUNTY SCHOOL BOARD,

Respondent.

RECOMMENDED ORDER

Pursuant to notice, a final hearing in this cause was held by video teleconference between sites in St. Petersburg and Tallahassee, Florida, on September 4, 2013, before the Division of Administrative Hearings by its designated Administrative Law Judge Linzie F. Bogan.

APPEARANCES

For Petitioner: William B. Meacham, Esquire
308 East Plymouth Street
Tampa, Florida 33603

For Respondent: Heather J. Wallace, Esquire
Pinellas County School Board
301 4th Street Southwest
Largo, Florida 33770

STATEMENT OF THE ISSUE

Whether Respondent's action to reject all bids submitted in response to ITB 13-803-206, relating to the removal and replacement of the public address system at Pinellas Park High

School, is illegal, arbitrary, dishonest, or fraudulent, as alleged in the Amended Petition.

PRELIMINARY STATEMENT

Tamco Electric, Inc. (Petitioner), is challenging the decision by the Pinellas County School Board (Respondent), to reject all bids submitted in response to an Invitation to Bid 13-803-206 (ITB) advertised on March 4, 2013. Petitioner was the lowest bidder for the project. However, Respondent rejected Petitioner's bid when it determined that Petitioner's bid was non-responsive. Petitioner filed a protest challenging Respondent's decision to reject its bid and Respondent, based upon grounds enumerated in Petitioner's protest, decided to reject all bids submitted in response to the ITB. Petitioner is protesting Respondent's decision to reject all bids.

On June 13, 2013, Petitioner's bid protest was referred to the Division of Administrative Hearings for assignment of an Administrative Law Judge. By agreement of the parties, the final hearing took place on September 4, 2013. Also by agreement of the parties, the instant case was consolidated for final hearing purposes with Division of Administrative Hearings Case No. 13-2152BID. As requested by the parties, Recommended Orders will be issued in each case.

At the hearing, Petitioner offered testimony from Keith Thomsen, Linda Balcombe, Michael Hewett, and Alfred Trujillo.

Mr. Trujillo is the vice president of Tamco Electric, Inc. The remaining witnesses are employed by Respondent. Counsel for Respondent examined each witness but did not call any witnesses during its case-in-chief. The parties Joint Exhibits 1 through 7 were admitted into evidence. Petitioner's Exhibits 5 through 8, and 10, were also admitted into evidence.

A Transcript of the proceeding was filed with the Division of Administrative Hearings on September 18, 2013. The Transcript was filed under Division of Administrative Hearings Case No. 13-2152BID. Respondent timely filed a proposed recommended order (under Case No. 13-2152), which has been considered in the preparation of this Recommended Order. Petitioner did not file a proposed recommended order. Other than the project location, bid amounts, and bid numbers, the material facts in both referenced cases are the same, except as otherwise indicated.

FINDINGS OF FACT

1. On March 4, 2013, ITB was issued by Respondent for work related to the removal and replacement of the public address system at Pinellas Park High School in Largo, Florida. According to the Special Conditions portions of the ITB, the "scope" of the project is to "[p]rovide labor and materials to remove and replace the auditorium sound system as per plans and specifications by Keane Acoustics, Inc." The ITB was assigned

bid number 13-803-206 by Respondent. Bids for the contract were to be submitted to Respondent by 3:00 p.m., April 11, 2013.

2. Bids for the project were timely received from two companies. The first company, Becker Communications, Inc., d/b/a BCI Integrated Solutions (BCI), submitted a bid in the amount of \$130,756.66. Petitioner submitted a bid in the amount of \$116,000.00.

3. There is a section of the ITB titled "special conditions." The special conditions provide in part that "[t]his is an ALL or NONE bid [and] [t]he entire contract shall be awarded to the lowest responsive and responsible bidder meeting the specifications." On April 22, 2013, Respondent posted a notice advising of its intent to award the contract to BCI.

4. Although Petitioner submitted the lowest bid, Respondent determined that Petitioner's bid was non-responsive because the bid failed to include "proof of 5 years [of] experience with this type of work" as required by the special conditions of the ITB. Petitioner interpreted this provision as requiring five years of experience as a certain type of general contractor, which Petitioner had, whereas Respondent intended for the ITB to convey that five years of experience related to the removal and installation of audio equipment was the desired type of experience. Petitioner's failure to respond to the ITB in the

manner contemplated by Respondent was a technical, nonmaterial irregularity.^{1/}

5. Numbered paragraph six of the General Terms & Conditions of the ITB provides in part that Respondent "expressly reserves the right to reject any bid proposal if it determines that the . . . experience of the bidder, compared to work proposed, justifies such rejection."

6. On April 24, 2013, Petitioner provided to Respondent a notice advising of its intent to protest the award of the contract to BCI. On May 3, 2013, Petitioner filed its formal protest challenging Respondent's intended action of awarding the contract to BCI.

7. Petitioner's formal protest enumerated several grounds. Of particular concern to Respondent were Petitioner's assertions that the ITB was "inconsistent with Florida law since bidders [were] not required to submit a List of Subcontractors by the time of opening bid"^{2/} and that provisions of the ITB were ambiguous with respect to the type of experience required to qualify for bidding.^{3/} Prior to receiving Petitioner's protest, Respondent was unaware of the fact that its bid specifications governing the disclosure of subcontractors did not comply with Florida law. Upon consideration of Petitioner's grounds for protest, Respondent determined that the ITB, as alleged by Petitioner, failed to comply with section 255.0515, Florida

Statutes (2012),^{4/} and that there was ambiguity in the language regarding the experience requirements for bidders.^{5/}

8. Respondent refers to the problems with the ITB as "procedural errors." These procedural errors will be referred to herein as "irregularities" as this term is more in keeping with the nomenclature of this area of jurisprudence. Given the ITB's irregularities, Respondent decided to reject all bids.

9. In explaining Respondent's rationale for rejecting all bids, Michael Hewett, Respondent's Director of Maintenance,^{6/} testified that "the [irregularities] were such that [they] potentially could give an unfair advantage to one bidder over another." As for the issue related to the requirements of section 255.0515, Mr. Hewett explained that neither of the two bidders submitted a listing of subcontractors. It would have been competitively disadvantageous to BCI if Petitioner were able to successfully argue that BCI should be disqualified for failing to provide a listing of subcontractors when Petitioner also failed to provide such listing.

10. During the same approximate time that the ITB in the present case was issued, Respondent issued an ITB for nearly identical work to be performed at one of its other facilities (Palm Harbor). In all material respects, the Palm Harbor ITB was identical to the one at issue herein. Unlike the present case, BCI was the sole bidder for the Palm Harbor project and this

distinguishing fact reasonably explains why Respondent did not reject BCI's bid for the Palm Harbor Project even though the ITB therein was plagued with the same irregularities found in the present case.^{7/}

CONCLUSIONS OF LAW

11. The Division of Administrative Hearings has jurisdiction over the subject matter and the parties in this case under sections 120.569 and 120.57(1), Florida Statutes.

12. Petitioner demonstrated standing and entitlement to hearing on Respondent's decision to reject all bids.

13. Petitioner bears the burden of proof, which rests with the party protesting the proposed agency action. § 120.57(3)(f); State Contracting and Eng. Corp. v. Dep't of Transp., 709 So. 2d 607, 609 (Fla. 1st DCA 1998).

14. In a proceeding brought to protest the intended rejection of all competitive proposals, the applicable standard of review is that developed in Dep't of Transp. v. Groves-Watkins Constructors, 530 So. 2d 912, 914 (Fla. 1988), a case in which the Florida Supreme Court held that the administrative law judge's "responsibility is to ascertain whether the agency acted fraudulently, arbitrarily, illegally or dishonestly." The statute was subsequently amended to reflect that this is the applicable standard when an agency rejects all bids. § 120.57(3)(f).

15. This is a stringent burden. As the First District has stated, "an agency's rejection of all bids must stand, absent a showing that the 'purpose or effect of the rejection is to defeat the object and integrity of competitive bidding.'" Gulf Real Props., Inc. v. Dep't of Health and Rehab. Servs., 687 So. 2d 1336, 1338 (Fla. 1st DCA 1997).

16. Petitioner alleges that Respondent's decision to reject all bids was arbitrary because Respondent "changed its story and otherwise refused to provide any specifics or details regarding its rejection of all bids. . . ."8/ Where an agency, in deciding to reject all bids, has engaged in an honest, lawful, and rational exercise of its "wide discretion in soliciting and accepting bids for public improvements" its decision will not be overturned, even if it may appear erroneous and even if reasonable persons may disagree. Dep't of Transp. v. Groves-Watkins Constructors, 530 So. 2d 912, 913 (Fla. 1988) (quoting from Liberty Co. v. Baxter's Asphalt and Concrete, Inc., 421 So. 2d 505, 507 (Fla. 1982)).

17. An agency's discretion to reject all bids is not unbridled, however. Notwithstanding the fact that Petitioner alleges fraud, illegality, and dishonesty, the essence of Petitioner's case is that Respondent's decision to reject all bids was arbitrary because Respondent allowed a similar project to proceed with the same contractual irregularities. An arbitrary decision is one that is not supported by facts or logic, or is

despotic. Agrico Chem. Co. v. Dep't of Env'tl. Reg., 365 So. 2d 759, 763 (Fla. 1st DCA 1978).

18. In applying the "arbitrary" standard of review, it must be determined whether the agency has: (1) considered all the relevant factors; (2) given actual, good faith consideration to those factors; and (3) used reason rather than whim to progress from consideration of each of these factors to its final decision. Adam Smith Enterprises, Inc. v. State Dep't of Env'tl. Reg., 553 So. 2d 1260, 1273 (Fla. 1st DCA 1989).

19. The evidence establishes that Respondent's decision to reject all bids was based on concerns about ambiguities in the ITB's verbiage regarding the experience requirements for general contractors and the portion of the ITB governing the disclosure of subcontractors. Petitioner proved that the error in its bid regarding the extent of its professional experience was a technical, nonmaterial irregularity. Had the issue of Petitioner's level of experience been Petitioner's only ground of protest, then Petitioner would have undoubtedly prevailed in its initial protest of Respondent's decision to reject its bid as non-responsive. Cf. Overstreet Paving Co. v. Dep't of Transp., 608 So. 2d 851 (Fla. 2d DCA 1992) (no public benefit derives from rejecting low bidder for technical deficiency in the absence of unfair competitive advantage). However, when Petitioner raised

the meritorious issue concerning the ITB's non-compliance with section 255.0515, this cast the ITB in a different light.

20. It has long been established that the policy reasons "implicit in [s]ection 255.0515, [serve to] prevent competitive advantage, insure the quality of the subcontractors, insure public confidence in the bidding process, and encourage future competition." E.M. Watkins & Co. v. Bd. of Regents, 414 So. 2d 583, 587 (Fla. 1st DCA 1982). These policy objectives were furthered in the present case when Respondent decided to reject all bids. There is nothing fraudulent, arbitrary, illegal or dishonest about Respondent ensuring that its competitive bidding process comports with essential requirements of the law.

21. Petitioner has not met its burden of proving that the rejection of all bids by Respondent is illegal, arbitrary, dishonest, or fraudulent.

RECOMMENDATION

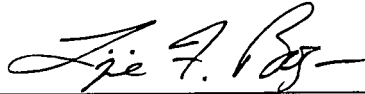
Upon consideration of the above findings of fact and conclusions of law, it is

RECOMMENDED:

That the Pinellas County School Board enter a final order finding that the rejection of all bids submitted in response to ITB 13-803-206 was not illegal, arbitrary, dishonest, or

fraudulent, and dismissing Tamco Electric, Inc.'s instant protest.

DONE AND ENTERED this 16th day of October, 2013, in Tallahassee, Leon County, Florida.



LINZIE F. BOGAN
Administrative Law Judge
Division of Administrative Hearings
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Filed with the Clerk of the
Division of Administrative Hearings
this 16th day of October, 2013.

ENDNOTES

^{1/} An irregularity is nonmaterial when a bidder does not, as a result of the irregularity, receive an economic benefit or advantage over other bidders. Harry Pepper & Assoc.'s, Inc. v. City of Cape Coral, 352 So. 2d 1190 (Fla. 2d DCA 1978). See also Liberty Cnty. v. Baxter's Asphalt & Concrete, 421 So. 2d 505 (Fla. 1982).

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^{3/} As previously noted, the "special conditions" of the ITB provide, in part, that in order for bids to be considered responsive, documentation should be provided by the bidder establishing "proof of 5 years [of] experience with this type of work." The portion of the "special conditions" where this language appears enumerates three items dealing generally with the type of contractors' license that a bidder should possess. By comparison, the "general conditions" of the ITB provide that "[i]t is mandatory that contractors bidding as prime contractors on projects . . . be currently qualified on the date of opening of bids [as] an ET, ES, EF or EG contractor by providing a copy of their contractor's license, a business license for this type of work, and a [sic] proof of at least five (5) years [of] experience in installing Auditorium sound reinforcement systems." When these respective provisions of the ITB are read together, the most reasonable interpretation of the language would lead one to conclude that a bidder should have at least five years of experience in installing auditorium sound reinforcement systems as a licensed contractor. However, the respective provisions are not a model of clarity and it was not unreasonable for Petitioner to have misinterpreted the same nor was it irrational for Respondent to acknowledge the inherent ambiguity as one of the grounds for rejecting all bids.

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^{5/} The fact that Petitioner did not timely file a notice of protest to the terms, conditions, or specifications contained in the solicitation meant that bidders waived protest on this ground. Consultech of Jacksonville v. Dep't of Health, 876 So. 2d 731, 734 (Fla. 1st DCA 2004). The fact that Petitioner waived its right to protest the specifications does not itself preclude Respondent from considering ambiguities in the specifications as a factor when deciding to reject all bids on the ground that the ITB was flawed. See Caber Systems, Inc. v. Dep't of Gen. Servs., 530 So. 2d 325 (Fla. 1st DCA 1988).

^{6/} Mr. Hewett serves as a member of the supervisory staff responsible for technical specifications, licensing requirements, and award recommendations related to the project.

^{7/} Petitioner contends that because the irregularities did not justify rejection of the bid for the Palm Harbor project, that those same irregularities should therefore not justify the rejection of all bids in the present case. Petitioner presumes that Respondent's decision to not rebid the Palm Harbor project

was correct. The undersigned states no opinion with respect to the correctness of Respondent's decision not to rebid the Palm Harbor project as this is not at issue in the present case. Nevertheless, the fact that the Palm Harbor project was allowed to proceed and the project in the instant case was not, does not, ipso facto, establish that Respondent's decision to reject all bids was arbitrary, illegal, dishonest, or fraudulent.

^{8/} Petitioner offered no credible evidence establishing that Respondent "changed its story."

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NOTICE OF RIGHT TO SUBMIT EXCEPTIONS

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SCHEDULED

REQUEST FOR APPROVAL (ID # 4323)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed. D., SUPERINTENDENT

SUBJECT: Request Approval of Pinellas County Schools Proposed 2014 Legislative Program

BACKGROUND:

The School Board annually adopts a Legislative Program to direct the efforts of staff in their work with the Legislative Delegation. This year's Legislative Session begins March 4, 2014 and is scheduled to adjourn on May 2, 2014.

The proposed 2014 Legislative Program is developed through a broad-based process:

1. School Board members, staff members, professional organizations, school organizations, legislators, and the community are invited to submit legislative proposals.
2. The School Board participated in the development of the draft of the Legislative Program at a workshop.
3. Issues are classified as: A. Funding Issues; B. Policy Issues; and C. Constitutional Authority/Governance Local Control.
4. The resulting draft program is forwarded to all schools and organizations for their review, comments and support.

STRATEGIC DIRECTION/GOAL: Student Achievement, Learning in a Safe and Environment and Effective & Efficient Use of Resources

ALTERNATIVES:

1. Approve the 2014 Legislative Program as presented.
2. Reject the 2014 Legislative Program.
3. Modify the 2014 Legislative Program.

RECOMMENDATION:

Alternative #1 is recommended – Approve the 2014 Legislative Program as presented.

RATIONALE:

The Legislative Program is a compilation of legislative concerns as submitted by school board members, staff and community organizations interested in education. The adoption of a legislative program facilitates our efforts in working with the Florida Legislature and assists us to shape the educational environment that we desire for the students of Pinellas County.

IMPACT STATEMENT:

This program will direct the school system's legislative efforts.

DATA SOURCE:

Superintendent's Leadership Team
School Board Members
Steve Swartzel, Legislative Consultant
Principals
SAC Chairpersons
PTA Presidents
Community Organizations

SUBMITTED BY:

Ms. Janet R. Clark, School Board Member

ATTACHMENTS:

- 2014PCSBLEGPROWS (PDF)

PROPOSED PINELLAS COUNTY SCHOOLS 2014 LEGISLATIVE PROGRAM

Constitution of the State of Florida, Article IX - - Section I.

“The education of children is a fundamental value of the people of the State of Florida. It is therefore a paramount duty of the State to make adequate provision for the education of all the children residing within its borders. Adequate provision shall be made by law for a uniform, efficient, safe, secure, and high quality system of free public schools that allows students to obtain a high quality education....”

A. FUNDING ISSUES

PROPOSAL: PROVIDE A STABLE, FAIR, and EQUITABLE SOURCE OF REVENUE FOR PUBLIC SCHOOLS

Funding for excellence is essential for a successful public school system. Stable funding should be appropriated with few restrictions, with high expectations, and with strong accountability measures in order to meet the individual needs of students on the local level.

Pinellas County priorities for operating funds include:

- Extending the school day and year for students needing additional learning time.
- Inflationary costs.
- Moving toward increasing teacher salaries to the national average.
- Continuing to meet the Florida Constitutional class size mandate.
- Increasing student achievement at all levels.
- Increasing the graduation rate and lowering the dropout rate of our students.
- Providing support to meet all technology and digital requirements in law.
- Providing funding for district created end-of-course exams.

Per Student and Classroom Funding: The May 2007-08 state appropriation per student for Pinellas County Schools was \$7,396.09; the April 29 2013 legislative per student appropriation is \$6,723.46 Even with the increase last year of \$402.09 per student, the loss in dollars per student is still \$672.63 less than May 2007.

The 2014 legislative goal should be to restore per student funding to the May 2007 appropriation level.

1. Class Size Issues:

- Provide operating and capital outlay funding to allow districts to continue to decrease class size as required by Florida's current class size constitutional amendment.
- Continue to provide as much statutory flexibility as possible relating to implementation of the class size mandate, including allowing all public schools to be measured the same as charter schools. District schools must meet classroom by classroom measures; charter schools must only meet the school average per grade level.
- Eliminate statutory penalties for non-compliance until adequate and mandated state funding is provided to fully implement the constitutional requirements.

2 One-half Mill Option: The Legislature lowered the maximum optional capital millage from 2.0 to 1.5 mills. It also ended the optional one-quarter mill for operations. Request

the Legislature to restore school boards' authority to levy up to one-half mill for operating or capital outlay needs by a simple majority vote.

- 3 Student Transportation Funding/Student Transportation Fuel Cost Adjustment: Fully fund the student transportation mandate. Currently the state provides less than 50% statewide of the funding needed, forcing the remainder of the funds to be taken from other local funding sources. Pinellas spent \$31.9 million in 2012-13, and received only \$12.9 million from the state, leaving a \$19 million gap. An inflationary adjustment should also be made for the unanticipated increase in fuel costs, which has greatly increased student transportation expenditures in all districts.
- 4 The legislature should minimize the impact on school district employer contribution rates.
- 5 Middle School Career Technical Education Funding: Restore weighted funding for career technical education programs in middle schools.
- 6 High School Career Technical Education Funding: Restore adequate FTE weights to high school career technical programs to support establishing new STEM programs, add appropriate industry certification programs and maintain existing programs to meet current industry standards.
- 7 Postsecondary Workforce Education Program Funding: Maintain postsecondary workforce funding levels to maintain current training programs. Allow for new program development and account for inflationary programs cost.
- 8 Adult Education Residency Requirement: Eliminate the one-year residency requirement for in-state tuition eligibility to attend school district and state college post-secondary adult education basic literacy programs and reduce the number of required documents for proof of residency from two to one.
- 9 TBA: Regarding Apprenticeship Program Funding provide specialized funding to ensure that districts are able to implement youth and adult apprenticeship programs.
- 10 Career and Professional Education (CAPE): Change the Next Generation Sunshine State Standards to allow CAPE (career and professional education) Academies the flexibility to implement applied math and science courses.
- 11 Public Education Capital Outlay (PECO) Funds: Restore the public schools' share of PECO funds for school maintenance and renovation. For the last three years traditional public schools received no funds. Charter schools received over \$200 million.
- 12 Adults with Disabilities: Continue funding for the Adults with Disabilities Program.
- 13 Technology: Fully fund the cost of the technology needed to implement student testing requirements. The technology system should provide for data and test security.
- 14 Safe Schools: Fund the full cost of School Resource Officers and other expenses related to school security.

B. POLICY ISSUES:

1. Accountability for the Florida Corporation Tax Credit Voucher Program: The legislature should mandate that private schools receiving public scholarship funds be held to the

same high standards of accountability that are applied to public schools. This would, at a minimum, require fully participation in Florida's accountability system, and mandate the use of certified teachers.

2. Exceptional Student Education (ESE) Center Grades: Exempt ESE Centers from the school grading system.
3. Student Safety: The Legislature should strengthen the enforcement of, and increase the penalty for, traffic violations in school zones.
4. School District Matching Grants Program: Increase the funding for this existing program. This program provides challenge grants to the Consortium of Florida Education Foundations (the Pinellas Education Foundation is a member) for programs that serve low-performing students, literacy initiatives and career education.
5. School Based Health Clinic Staffing: Provide additional funding to the State Department of Health to increase the number of both registered nurses and trained certified nursing assistants (CNAs) staffed into schools.
6. Millage Referendum for Operations: Authorize school boards to levy operating millage by referendum for up to ten years to renew a four-year referendum. Currently the maximum is only four years. The initial referendum would remain at up to four years. The ten-year option would allow for long-term planning for local priorities.
7. Universal Prekindergarten: Support a change to a fully implemented school year Voluntary Prekindergarten Program for up to a six hour day for 180 days and a summer program consisting of up to 210 hours funded on an FTE basis. Program accountability shall include a pre/post assessment.
8. Accountability Transition: Common Core/Testing: There is questionable value for continuing to use the current system of student testing for assigning school grades and possibility teacher pay. It must be revisited by the 2014 Legislature.
9. Dual Enrollment: Repeal the law enacted last year that provides that school districts pay the colleges and universities for students dually enrolled.
10. FTE Calculation/Virtual: Return to former process that allows both virtual programs and "regular" programs to collect the FTE earned. The change should ensure that districts receive full FTE for the provided instructional hours.

C. CONSTITUTIONAL AUTHORITY/GOVERNANCE:

1. Statutory Changes: Local flexibility should be maximized when adopting changes in Florida Statutes.
2. Student Calendar: The Legislature should restore school board authority to adopt a student calendar that meets the needs of each individual district.
3. Charter School Authorization: Allow school boards to make the final decision on authorizing charter schools. The existing appeal system does not allow school boards to "operate, control and supervise all free public schools within the school district" as required in the Florida Constitution.

4. Charter School Standardized Contract: Oppose legislation that requires districts to use a standardized contract that is currently being drafted.

SCHEDULED

REQUEST FOR APPROVAL (ID # 4324)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Endorsement of the Proposed 2014 Florida School Boards Association (FSBA) Legislative Platform, Priorities for the 2014 Legislative Session

BACKGROUND:

The Florida School Boards Association (FSBA) calls for the Legislature to support a high quality system of free public schools that allows students to obtain a high quality education.

STRATEGIC DIRECTION/GOAL:

- Student Achievement
- Learning in a Safe Environment
- Effective & Efficient Use of Resources

ALTERNATIVES:

1. Endorse the proposed 2014 Florida School Boards Association (FSBA) Legislative Platform program without changes.
2. Do not endorse the proposed 2014 Florida School Boards Association (FSBA) Legislative Platform program.

RECOMMENDATION:

Alternative #1 is recommended.

RATIONALE:

The priorities of the Florida School Boards Association are closely aligned with Pinellas County Schools priorities. The attached proposed program contains many items that support a high quality system of free public schools that allows students to obtain a high quality education. We recommend endorsement of the program in its entirety.

IMPACT STATEMENT:

Undetermined.

DATA SOURCE:

Michael A. Grego, Ed.D., Superintendent
 Steve Swartzel, Legislative Consultant

SUBMITTED BY:

Carol Cook, School Board Representative to the Consortium

ATTACHMENTS:

- 2014 FSBA Legislative Platform - Priorities for the 2014 Legislative Session (PDF)

FLORIDA SCHOOL BOARDS ASSOCIATION, INC

203 South Monroe Street ~ Tallahassee, FL 32301

Phone: 850/414-2578 ~ Fax: 850/414-2585

www.fsba.org

PRESIDENT
PATTY HIGHTOWER
PENSACOLA

EXECUTIVE DIRECTOR
DR. WAYNE BLANTON
TALLAHASSEE

2014 FSBA LEGISLATIVE PLATFORM

PRIORITIES FOR THE 2014 LEGISLATIVE SESSION

The Florida School Boards Association (FSBA) calls for the Legislature to support a high quality system of free public schools that allows students to obtain a high quality education by pursuing the following priorities:

- ✧ Ensure that the adoption and implementation of Common Core State Standards:
 - Provide for the transition to new assessments that are affordable, valid and reliable, and nationally normed and are fully implemented no sooner than July 1, 2017;
 - Provide for students, teachers, schools, and districts to be held harmless during the transition period;
 - Provide for the implementation of teacher and principal evaluations and the performance pay salary schedule to be delayed until after the transition to the new assessments and the establishment of baseline results;
- ✧ Revise Florida's assessment and accountability system to:
 - Ensure that ELL students are served for at least two years in ESOL programs before their performance is included in the calculation of school and district grades;
 - Authorize alternate methods for assessing learning and achievement for special populations, such as populations of students enrolled in ESE and ESOL programs, to ensure that student progress is accurately measured and reflected;
 - Remove ESE Center schools from the school grade portion of the state accountability system;
 - Include data from multiple forms of assessment and limited standardized testing;
 - Ensure that the development of assessment instruments is fully funded by the state;
- ✧ Appropriate sufficient funding, in addition to the FEFP, that will fully fund technology needs, including funds necessary for infrastructure, hardware, software, training, online testing, virtual instruction, digital textbooks, data management, and other technology needs;
- ✧ Repeal the 2013 requirement that school districts pay college tuition fees, fully fund the school district costs to provide dual enrollment programs, and maintain the current delivery system that allows local school districts and community colleges to offer adult education programs;
- ✧ Establish an additional standard high school diploma for special needs students who cannot pass statewide assessments required for graduation, but can demonstrate achievement of basic skills and revise current graduation regulations to include the special diploma students as graduates in the four year rate;
- ✧ Restore the authority for school boards to levy, by simple majority vote and without a referendum, up to an additional .50 mills for either critical operating needs or capital outlay needs, or to be split between both.

SCHEDULED

REQUEST FOR APPROVAL (ID # 4311)

Date: November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of the Charter Application for East Windsor Middle Academy Charter School

BACKGROUND:

The initial application was timely submitted. State law mandates that charter school applicants use the Model Florida Charter School Application. The state model is similar to the application form that we have used in Pinellas in the past, but incorporates sections of the new law. The state also mandates its Florida Charter School Application Evaluation Instrument which we have used to analyze each application for a charter school.

The evaluation instrument is similar to the rubric that staff has used in past years. The instrument provides for an overall assessment to deny or approve the application. It includes nineteen (19) substantive sections, each with a provision for one of three conclusions. East Windsor Middle Charter School results: seven (7) Meets the Standard, twelve (12) Partially Meets the Standard. A section for summary comments is also provided. This attachment will serve as the rationale for the recommendation.

Participants involved in this process varied based upon the level and type of student involved; curriculum and instruction proposed; auxiliary services such as transportation, facilities, or food service which might be involved; and possible legal implications. Responses were gathered for inclusion by Dot Clark, Director and Rick Wolfe, Senior Coordinator, Charter Schools and Home Education; Karen Coffey, Executive Director, Budget & Resource Allocation; and Heather Wallace, Assistant School Board Attorney and the Teaching and Learning staff. A copy of the original application is available in the school board office for review.

If the application is approved, negotiations will begin involving the operations of the charter school. Florida law requires various issues to be addressed in the charter itself. The charter will be signed by the governing body of the charter school and the school board following a public hearing at a school board meeting to ensure community input.

STRATEGIC DIRECTION/GOAL: Student Achievement

ALTERNATIVES:

1. Approve the charter application for East Windsor Middle Academy Charter School.
2. Do not approve the charter application for East Windsor Middle Academy Charter School.

RECOMMENDATION:

Alternative #1 is recommended.

RATIONALE:

See attached Charter School application Evaluation Instrument for East Windsor Middle Academy. The overall assessments of the nineteen sections in the Evaluation Instrument are as follows:

Meets Expectations	Partially Meets	Does Not Meet
Education Program Design	Curriculum Plan	
Student Performance, Assessment and Evaluation	Exceptional Students	
Employment	English Language Learners	
Facilities	School Climate and Discipline	
Food Service	Governance	
Financial Management and Oversight	Management	
	Education Service Providers	
	Student Recruitment and Enrollment	
	Transportation	
	Budget	
	Action Plan	

FISCAL IMPACT:

This school has projected a maximum enrollment of 264 student's grades 6 through 8 the first year increasing to 330 students in year two and finally 396 students in years three through five. At full enrollment in year one, the school will potentially reduce district funds by an estimated \$1,487,427. The estimated amount for year two is \$1,859,300. The corresponding amount for years three through five is an estimated three year total of \$6,693,318, with a cumulative financial impact of \$10,040,045.

DATA SOURCE:

Kevin Smith, CPA, Associate Superintendent, Finance and Business Services
 Pam Moore, Associate Superintendent, Teaching and Learning Services
 Karen Coffey, Executive Director, Budget & Resource Allocation
 Behrokh Ahmadi, Ph.D., Executive Director, Assessment, Accountability and Research
 Dot Clark, Director, Charter Schools and Home Education
 Rick Wolfe, Senior Coordinator, Charter Schools and Home Education
 Janice Klimis, Gifted Programs Specialist
 Nancy Deane, Supervisor, Psychological Services
 Natasa Karac, K-12 ESOL Specialist
 Karri Wright, Resource Teacher
 David Koperski, School Board Attorney
 Heather Wallace, Assistant School Board Attorney

SUBMITTED BY:

Lori Matway, Associate Superintendent, Student and Community Services

Request for Approval (ID # 4311)

Meeting of November 12, 2013

ATTACHMENTS:

- East Windsor 2013 Evaluation (PDF)

East Windsor Middle Florida Charter School Application Evaluation Instrument

Each section presents criteria for a response that meets the standard, and these criteria should guide the overall rating for the section. The Strengths and Weaknesses boxes provide space to identify data and other evidence that supports the rating. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.

The following definitions should guide the ratings:

- Meets the Standard:** The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.
- Partially Meets the Standard:** The response addresses most of the criteria, but the responses lack meaningful detail and require important additional information.
- Does Not Meet the Standard:** The response lacks meaningful detail, demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant's understanding of the issue in concept and/or ability to meet the requirement in practice

OVERALL ASSESSMENT – COMPLETE THIS SECTION LAST

Would you recommend approval of this application for a public charter school? Explain your recommendation in the Summary Comments section, below.

DENY	APPROVE
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name of Person Completing Assessment: Dot Clark Date: 11/12/13

Title: Director, Charter Schools and Home Education

Signature: _____

Summary: Of the nineteen sections in the Evaluation Instrument the applicant scored:

In the Educational Plan the applicant scored:

- “Meets Expectations”- 3
- “Partially Meets”- 5
- “Does Not Meet”- 0

In the Organizational Plan the applicant scored:

- “Meets Expectations”- 1
- “Partially Meets”- 4
- “Does Not Meet” – 0
- Not Applicable - 0

In the Business Plan the applicant scored:

- “Meets Expectations”- 3
- “Partially Meets”- 3
- “Does Not Meet” -0

I. Educational Plan

The education plan should define what students will achieve, how they will achieve it, and how the school will evaluate performance. It should provide a clear picture of what a student who attends the school will experience in terms of educational climate, structure, assessment and outcomes.

1. Mission, Guiding Principles and Purpose

The Mission, Guiding Principles and Purpose section should indicate what the school intends to do, for whom and to what degree.

Statutory References:

s. 1002.33(2)(a); s. 1002.33(2)(b); s. 1002.33(2)(c); s. 1002.33(6)(a)(1); s. 1002.33(7)(a)(1)

Evaluation Criteria:

A response that meets the standard will present:

- A compelling mission statement that defines the purpose and values of the school.
- A set of priorities that are meaningful, manageable and measurable, and focused on improving student outcomes.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths		Reference
<ul style="list-style-type: none"> ➤ Thorough descriptions of the School's mission, purpose, and values are provided. ➤ The School will provide increased learning opportunities for all students and will place special emphasis on low performing students in grades 6-8. 		Pages 3-8 Page 5
Concerns and Additional Questions		Reference

2. Target Population and Student Body

The Target Population and Student Body section should describe the anticipated target population of the school and explain how the school will be organized by grade structure, class size and total student enrollment over the term of the school's charter.

Statutory Reference(s):

s. 1002.33(10)(e); s. 1002.33(6)(b)(2); s. 1002.33(7)(a)(1); s. 1003.03

Evaluation Criteria:

A response that meets the standard will present:

- An understanding of the students the charter school intends to serve.
- If the applicant proposes to target certain populations, the projected student body should align with the overall mission of the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths						Reference
Projected enrollment:						
Grade	2014-15	2015-16	2016-17	2017-18	2018-19	Page 10
6	88	110	132	132	132	
7	88	110	132	132	132	
8	88	110	132	132	132	
Total	264	330	396	396	396	

Concerns and Additional Questions						Reference
<ul style="list-style-type: none"> ➤ The applicant states that the School hopes to serve "approximately 500 students". The projected enrollment presented in this application is 396 students for year 3, 4, and 5. 						Page 9
<ul style="list-style-type: none"> ➤ The applicant does not describe how the School will 						Page 9

<p>identify students that meet their targeted population description: “Our target population of students will have a desire for academic success; have an interest in developing a strong foundation in academics, life and career skills, and thinking skills; and desire an alternative non-traditional learning environment with an emphasis on integrated, ‘hands-on’ approaches to learning.”</p> <p>➤ “Contingency plans will be created to anticipate the possibility that enrollment will not meet our projections in a given period.” A contingency plan is not included in this application.</p> <p>These issues will be clarified before a final charter is presented.</p>	Page 10
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3. Educational Program Design

The Educational Program Design section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Statutory Reference(s):

s. 1002.33(7)(a)(2)

Evaluation Criteria:

A response that meets the standard will present an educational program design that:

- Is clear and coherent;
- Is based on effective, research-based educational practices, teaching methods and high standards for student learning;
- Aligns with the school’s mission and responds to the needs of the school’s target population; and
- Presents evidence that the proposed approach will lead to improved student performance for the school’s target population.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> ▪ The Educational Program Design is based on effective, research-based educational practices, teaching methods and high standards for student learning. ➤ The educational program has three (3) critical elements that will provide students with a Foundation for Success at school, work, and in life: Authentic Learning, Collaboration, and a Nurturing Environment. 	<p>Pages 11-33</p> <p>Pages 13-16</p>

5. Student Performance, Assessment and Evaluation

The Student Performance, Assessment and Evaluation section should define what students attending the school should know and be able to do and reflect how the academic progress of individual students, cohorts over time, and the school as a whole will be measured.

Statutory Reference(s):

s. 1002.33(6)(a)(3); s.1002.33(7)(a)(3); s.1002.33(7)(a)(4); s.1002.33(7)(a)(5)

Evaluation Criteria:

A response that meets the standard will present:

- Measurable educational goals and objectives that set high standards for student performance.
- Promotion standards that are based on high expectations and provide clear criteria for promotion from one level to the next, and for graduation (if applicable).
- Evidence that a range of valid and reliable assessments will be used to measure student performance.
- Assessment activities that are sufficiently frequent and a detailed plan to determine whether students are making adequate progress.
- Evidence that data will inform decisions about adjustments to the educational program.
- Plans for sharing student performance information that will keep students and parents well informed of academic progress.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<p>➤ Learning Gains for social studies need to be identified.</p> <p>This issue will be clarified before a final charter is presented.</p>	Pages 60 & 61

6. Exceptional Students

The Exceptional Students section should demonstrate an understanding of the requirements of the school to serve all students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(16)(a)(3)

Evaluation Criteria:

Form Number: IEPC-M2
Rule Number: 6A-6.0786
May 2012

A response that meets the standard will present:

- Clear description of the levels of service the school will provide to students with disabilities.
- A clear description of how the school will ensure that students with disabilities (SWD) will have an equal opportunity of being selected for enrollment.
- An understanding and commitment to collaborating with the sponsor to ensure that placement decisions for students with disabilities will be made based on each student's unique needs.
- An appropriate plan for evaluating the school's effectiveness in serving exceptional students, including gifted.
- A realistic enrollment projection (SWD) and a staffing plan that aligns with the projection.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ Need clarification of what that applicant means by the term "Provision" of on-site staff and materials. It is a requirement that the School will serve all students and provide the appropriate materials necessary for their success. ➤ A more detailed explanation is needed for part E. The applicant does not address the "evaluation" element in this section. ➤ The statement is made that "If a student does not exhibit mastery, the ESE teacher will work with the regular education teacher to modify the curriculum and/or pace of delivery". This conflicts with the earlier statement that modifications should be made in "rare circumstances" (pg. 72). ➤ The application does not have a statement that students with disabilities will be served in the least restrictive environment. <p>These issues will be clarified before a final charter is presented.</p>	<p>Page 72</p> <p>Page 75</p> <p>Pages 78 & 79</p>

7. English Language Learners

The English Language Learners section should demonstrate an understanding of the requirements of the school to serve English Language Learner students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- Demonstrated understanding of state and federal requirements regarding the education of English language learner students.
- Sound plans for educating English language learner students that reflect the full range of programs and services required to provide all students with a high quality education.
- Demonstrated capacity to meet the school's obligations under state and federal law regarding the education of English language learner students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ CELLA proficiency cut off scores provided in the application are incorrect. ➤ It is stated in the application that some ELL students will be exempt from statewide testing; In Pinellas all ELL students participate in statewide testing. ➤ It is stated in the application that the requirement for annual assessment of English language proficiency will be met by testing students every three years and that the results will be published in the district website. The requirement states that the language proficiency has to be tested annually (not every three years) in four language domains. Results of the assessment are not published on the district website. <p>These issues will be clarified before a final charter is presented.</p>	<p>Page 82</p> <p>Page 83</p> <p>Page 86</p>

8. School Climate and Discipline

The School Climate and Discipline section should describe the learning environment of the school and provide evidence that the school will ensure a safe environment conducive to learning.

Statutory Reference(s):

s. 1002.33(7)(a)(7); s. 1002.33(7)(a)(11); s. 1002.33(9)

Evaluation Criteria:

A response that meets the standard will present:

- A sound approach to classroom management and student discipline.

Form Number: IEPC-M2
Rule Number: 6A-6.0786
May 2012

- Legally sound policies for student discipline, suspension, and dismissal.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ The applicant states that the parent/student contract will “require” their child to behave. ➤ Parents will receive, read and accept the Parent /Student Handbook (see sample handbook in Attachment E) as well as sign a Parent/Student Contract. There is nothing in the Parent/Student Handbook that identifies a “contract”. ➤ The last statement in the Parent/Student Handbook says that “Not receiving this signed agreement will be cause for non-enrollment at the school”...in bold print. This is a violation of FAPE and contradicts their enrollment process. ➤ Uniforms must be purchased through the school’s vendor. The applicant does not explain if they provide options for families who cannot afford uniforms. However, during the 10/7/13 conference call the applicant clarified their uniform policy stating that no student would be denied access because of a lack of a school uniform. <p>These issues will be clarified before a final charter is presented.</p>	<p>Page 91</p> <p>Appendix E – Parent/Student Handbook</p> <p>Appendix E - Page 22 of the Parent/Student Handbook</p> <p>Appendix E – Parent/Student Handbook</p>

II. Organizational Plan

The Organizational Plan should provide an understanding of how the school will be governed and managed. It should present a clear picture of the school’s governance and management priorities, what responsibilities various groups and people will have, and how those groups will relate to one another.

9. Governance

The Governance section should describe how the policy-making and oversight function of the school will be structured and operate.

Statutory Reference(s):

s. 1002.33(7)(a)(15); s. 1002.33(9)

Evaluation Criteria:

A response that meets the standard will present:

- Documentation of proper legal structure of the governing board, or a plan to organize in conformity with the laws of Florida.
- A clear understanding and description of the governing board's responsibilities.
- Evidence that the proposed governing board will contribute to the wide range of knowledge and skill needed to oversee a charter school.
- A clear, sensible delineation of roles and responsibilities in relation to governance and school management.
- A sensible method for resolving disputes between parents and the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<p>On pages 99-108 there are several conflicting statements regarding the leadership structure of the school. In some places it indicates that the School Director (a position that supervises both schools according to the organizational chart) will serve as the building level leader. In other statements there is indication that the Assistant Director for this particular school is responsible for daily operations. On page 103, it indicates that school administrator will handle day to day operations but does not indicate who this is referring to. On page 108, it states the Assistant Director is responsible for daily operations.</p> <p>On page 114, the Application indicates that a management company, Windsor Education, will provide "comprehensive school management services" including "all human resources and human resource management services including recruiting, hiring, performance management as required to successfully operate the school". This is in conflict with previous statements indicating that the Assistant Director and Director will be responsible for recruiting, hiring and supervising staff (although some of those statements are unclear as to which of those two staff members will perform those functions). There is no indication in the Application as to where the management company fits into the structure portrayed in the Organizational Chart.</p> <p>On page 102 of the Application there is a statement that the "Board of Directors also may assess the School, the educational program's successes, and areas in need of improvement". The use of the word "may" in this statement is troubling. The Board is responsible for oversight of the school. The items in this statement are a responsibility of the Board and should be expressed as a must.</p>	<p>Pages 99-114</p> <p>Page 102</p>

<p>On page 102 there is a discussion of a Board portal that will provide Board members password protected access to Board documents including bylaws, board meeting minutes, etc. This statement does not seem to take into account responsibilities to have items such as minutes available to the public on the school's website as required by revisions to Section 1002.33, Florida Statutes.</p> <p>The Articles of Incorporation state that the purpose of the corporation is to establish and elementary school to prepare students for middle school. Because this is a middle school application, the applicant may wish to revise this purpose.</p> <p>The Articles of Incorporation in Article VI indicate that the day to day operations of the school will be managed by the principal. This is inconsistent with the job titles used in the Application.</p> <p>Article VII of the Articles indicates that there will be no more than seven Board members. This is inconsistent with page 102 of the Application which indicates that there will be up to five board members. That Article also indicates that after execution of a charter there will be an election to increase the number of Board members to no fewer than five. The corporation is already the governing board for another school. Based on this language, the Board should already have been increased to five members, but the Application indicates that there are only three.</p> <p>Article X of the Articles contains language regarding distribution of property upon dissolution of the corporation which is inconsistent with Section 1002.33(8)(e), Florida Statutes.</p> <p>Section 8 of the Bylaws indicates that the Board may act without meeting. This is inconsistent with Section 286.011, Florida Statutes, which requires the Board to act at a public meeting.</p> <p>These issues will be clarified before a final charter is presented.</p>	<p>Page 102</p>
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10. Management

The Management section should describe how the day-to-day administration of the school's operations will be structured and fulfilled.

Statutory Reference(s):

s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(14)

Evaluation Criteria:

A response that meets the standard will present:

- A management structure that includes clear delineation of the roles and responsibilities for administering the day-to-day activities of the school.
- A sound plan for the recruitment and selection of the school leader.
- A viable and adequate staffing plan aligned with the projected student enrollment.
- A sound plan for recruiting and retaining qualified and capable staff.

Meet the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • A description of the plan for recruitment and selection of the Assistant Director is provided along with key competencies and a job description. 	Page 109

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> • On pages 99-108 there are several conflicting statements regarding the leadership structure of the school. In some places it indicates that the School Director (a position that supervises both schools according to the organizational chart) will serve as the building level leader. In other statements there is indication that the Assistant Director for this particular school is responsible for daily operations. On page 103, it indicates that school administrator will handle day to day operations but does not indicate who this is referring to. On page 108, it states the Assistant Director is responsible for daily operations. • The application's Organization Chart and narrative identifies the schools leaders as the Director and the Assistant Director. There is no statement concerning the recruitment for the Director or a description of the hiring process that will be used for this position. • The application has conflicting statements over the hiring process. On page 110 the Director and board will hire the Asst. Director yet page 114 states that the management 	<p>Pages 99-109</p> <p>Pages 109-110 Attachment I</p> <p>Page 110 Page 114</p>

<p>company will provide all human resources and human resource management services including recruiting, hiring, performance management as required to successfully operate the school.</p> <p>During a phone conference the applicant stated that the current Director of Windsor Elementary would have the position as Director. This was not stated in the application.</p> <p>The applicant also stated that the ESP would provide more of the back office services to support the hiring process.</p> <p>These issues will be clarified before a final charter is presented.</p>	
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11. Education Service Providers

The term “education service provider” (ESP) refers to any number of organizations that contract with the governing board of a school to provide comprehensive services. The three major types of ESPs that serve charter schools are education management organizations, comprehensive school design providers, and virtual school management organizations. The Education Service Provider section should describe, if applicable, the contractual arrangement between the school’s governing board and such a provider.

Statutory Reference(s):

s. 1002.33(7)(a)(9)

Evaluation Criteria:

A response that meets the standard will present:

- A persuasive explanation of the reasons for contracting with an education service provider.
- A persuasive explanation of how the proposed relationship with the ESP will further the school’s mission.
- A clear description of the services to be provided by the ESP.
- A clear delineation of the roles and responsibilities between the school’s governing board and the ESP.
- A clearly defined performance-based relationship between the school’s governing board and the ESP.

Not Applicable	Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ▪ The applicant does not present a complete and clear 	Pages 114-128

<p>description of the services to be provided by the ESP.</p> <ul style="list-style-type: none"> ➤ The management agreement presented in Attachment L has incomplete information. Numbers 12, 13 and 16 has “(Reserved)” instead on a narrative describing the services to be provided. Reviews are unable to determine the scope of services to be provided. <p>This issue will be clarified before a final charter is presented.</p>	Attachment J
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12. Employment

The Employment section should define the policies and procedures that frame the school’s relationship with its staff.

Statutory Reference(s):

s. 1002.33(7)(a)(14); s. 1002.33(12)

Evaluation Criteria:

A response that meets the standard will present:

- A compensation plan that will attract and retain quality staff.
- Policies and procedures that hold staff to high professional standards or a sound plan for development of policies and procedures.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • The applicant states that the salary and benefit schedule will be competitive and designed to attract and retain qualified staff. • The school will utilize Aloha, a professional personnel management group for the management of health benefits. • A copy of the personnel policy is provided. • The school will use a performance based compensation system for teachers based on learning growth and assessments as required in SB 736. 	<p>Page 105</p> <p>Page 128</p> <p>Attachment M</p>

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> • The application does not indicate that charter school employees shall have the option to bargain collectively, as required by Section 1002.33(12)(b), Florida Statutes. 	

<p>This issue will be clarified before a final charter is presented.</p>	
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13. Student Recruitment and Enrollment

The Student Recruitment and Enrollment section should describe how the school will attract and enroll its student body.

Statutory Reference(s):

s. 1002.33(7)(a)(7); s. 1002.33(7)(a)(8); s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- A student recruitment plan that will enable the school to attract its targeted population.
- An enrollment and admissions process that is open, fair, and in accordance with applicable law.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[illegible]

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> The student handbook indicates that parents of students seeking to reenroll at the school will be required to complete a parent agreement as a "requisite" for enrollment. This contradicts the enrollment process described in the application. Page 137 states requires parents to volunteer for at least 10 	<p>Page 91 Attachment E</p> <p>Page 136 Attachment E</p>

<p>hours a year but this statement is not confirmed in the student –Parent handbook. It is unclear what the volunteer expectations will be for parents.</p> <p>During a conference call the applicant stated that students would not be withdrawn from school if the reenrollment form is not received.</p> <p>These issues will be clarified before a final charter is presented.</p>	<p>Page 137 Attachment E</p>
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III. Business Plan

The Business Plan should provide an understanding of how the charter operators intend to manage the school's finances. It should present a clear picture of the school's financial viability including the soundness of revenue projections; expenditure requirements; and how well the school's budget aligns with and supports effective implementation of the educational program.

14. Facilities

The Facilities section should provide an understanding of the school's anticipated facilities needs and how the school plans to meet those needs.

Statutory Reference(s):

s. 1002.33(7)(a)(13); s. 1002.33(18)

Evaluation Criteria:

A response that meets the standard will present:

- A realistic plan for acquiring a facility that is appropriate and adequate for the school's program and targeted population.
- Evidence that the school has access to the necessary resources to fund the facilities plan.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • The applicant provides a detailed plan building a new facility on the property of the existing Windsor Preparatory Academy Charter School located at 5175 45th street north in St. Petersburg. 	<p>Page 139</p>

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> The application fails to present a complete plan for securing a facility that is appropriate and adequate for the school's program and targeted population. <ul style="list-style-type: none"> The application fails to acknowledge that arrangements for facilities shall be made and a certificate of occupancy and other documentation shall be submitted to the School District at least fifteen days before the first day of school. <p>This issue will be clarified before a final charter is presented.</p>	

15. Transportation

The Transportation section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)

Evaluation Criteria:

A response that meets the standard will present:

- A transportation plan that will serve all eligible students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant references Florida law on charter school requirements for student transportation.	Page 145

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> Although the applicant states that the school may contract with an outside provider, there are no private bus companies within the district that are currently certified to transport student to school and back home. It is therefore, unclear how the applicant will ensure that transportation will not be an obstacle to students wishing to enroll in the school. This begs the question of how will the school ensure that transportation is not a barrier to attendance? <p>During a phone conference, the applicant stated that if a bus</p>	Page 145

<p>company was not available then the school would help connect families to support carpooling.</p> <p>This issue will be clarified before a final charter is presented.</p>	
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16. Food Service

The Food Service section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)(a)(1)

Evaluation Criteria:

A response that meets the standard will present:

- A food service plan that will serve all students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant intends to contract with the school district or a local provider to provide food service. Standards are included for the provider to ensure compliance with regulations. The school may apply for provider status at the end of the first year.	Page 146

Concerns and Additional Questions	Reference

17. Budget

The Budget section should provide financial projections for the school over the term of its charter.

Statutory Reference(s):

s. 1002.33(6)(a)(5); s. 1002.33(6)(b)(2)

Evaluation Criteria:

A response that meets the standard will present:

- Budgetary projections which are consistent with all parts of the application, including the school's mission, educational program, staffing plan and facility.

- A realistic assessment of the projected sources of revenue and expenses that ensure the financial viability of the school.
- A sound plan to monitor the budget and make adjustments as necessary.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<p>Information is lacking regarding the miscellaneous revenue source included. - <i>Applicant explained projected revenue is for field trips, fundraising, uniforms, and yearbook sales. Application lacks clear definition and costs within the budget.</i></p> <p>At least a 3% contingency in operating not evident for year one as suggested by auditors.</p> <p>Start-up budget does not appear to include provisions for professional fees including, but not limited to, legal and accounting. Page 147 of narrative states start-up budget includes legal fees however provided budget does not show evidence of any.</p> <p>Likewise, page 141 and 147 of the narrative states the start-up budget includes renovation costs required to meet state regulations. The provided budget does not show evidence of such expenses. The budget may be understated. - <i>Applicants stated in conference call expenses were included in the five year budget under the facilities rent. However the budget narrative states rent is estimated to cost \$850 per student. Year ones rent is \$180,000 which equates to \$681.82 per student. According to the budget narrative year ones rent should be \$224,400 plus renovations. Budget may be understated by \$44,400 in year one. This shortfall skews the fund balance on the operating budget sheet as school would end with a deficit.</i></p> <p>The five year budget does not prove it will purchase an adequate number of computers. According to the submitted budget assumptions, budget has been set aside in year one for 24 computers yet the revenue anticipates 264 students will enroll. With thirteen teachers and 264 students anticipated 24 computers is inadequate to furnish the school. The state requires one computer for every five students; therefore for the anticipated student population there should be a minimum of 53 computers. Proposed budget had one computer for every eleven students. Additionally, page 16 of narrative states each classroom will maintain a student to computer ratio of 2:1. Submitted budget does not show evidence of that. - <i>Applicant made the following response, "The budget shows a computer lab with</i></p>	

24 computers as well as 2 computers per classroom. While this school will be more technology oriented than a typical middle school, we believe this along with additional input provided by the management company will be sufficient.”

Page 16 of narrative states school will utilize state-of-the-art technology such as iPads; no budget evident in five year budget or start-up budget. Budget expenses may be understated. – *Applicant stated in conference call iPad purchase costs was included in start-up budget. Submitted start-up budget includes expenses for salaries and advertisement only.*

Page 148 of budget narrative states Newpoint Education Partners will advance all capital to cover costs of opening the school. No evidence the necessary equipment will be purchased during start-up. Likewise, payment of such advancement not evident. Interest in budget for start-up salary and advertisement expenses only. Budget expenses may be understated.

Per the budget assumptions .5 of a plant operator will be paid at \$18,750 (37,500 x .5). The five year budget appears to be understated by \$1,250 in year one and continues throughout the remaining four years.

The five year budget appears to be estimating an unrealistic utility expense. The estimated \$3,000 a month for year one seems insufficient to include water, sewer, garbage, and electricity. The budget expenses may be understated. - Applicant submitted the following response, “*Utilities at a rate of \$3,000 per month is based on current school experience. Windsor Elementary and Enterprise High currently average \$3,400 per month. East Windsor will share a facility with Windsor Elementary, which will reduce total costs for each school as a portion of utilities are fixed.*”

District administration fee is based on both FEFP and transportation. Application appears to be calculated on FEFP only. Expenses maybe understated.

In summary, the application fails to present a realistic assessment of the projected sources of revenue and expenses.

18. Financial Management and Oversight

The Financial Management and Oversight section should describe how the school’s finances will be managed and who will be responsible for the protection of student and financial records.

Statutory Reference(s):

s. 1002.33(6)(a)(5); s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(11)

Form Number: IEPC-M2
Rule Number: 6A-6.0786
May 2012

Evaluation Criteria:

A response that meets the standard will present:

- A clear description of how the school's finances will be managed. The description must include assurances that the governing board retains ultimate control over the school's finances.
- A clear description of strong internal controls. The system of internal controls must be sufficient to safeguard finances.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<p>The governing board does not appear to have the knowledge or expertise to provide the oversight of the school's finances. The application places heavy reliance on a third party, School Financial Services (SFS).</p> <p>This issue will be clarified before a final charter is presented.</p>	

19. Action Plan

The Action Plan should provide a clear roadmap of the steps and strategies that will be employed to prepare the school to be ready to serve its students well on the first day of operation.

Statutory Reference(s):

s. 1002.33(7)(a)(16)

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- Provides a thoughtful and realistic implementation plan that covers major operational items and provides flexibility for addressing unanticipated events.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • An action plan for school opening is provided in the application. 	Page 157-158

Concerns and Additional Questions	Reference
<ul style="list-style-type: none">The implementation plan fails to include submission of important documents to the sponsor School District, including the proof of insurance. This issue will be clarified before a final charter is presented.	Page 157-158

SCHEDULED

REQUEST FOR APPROVAL (ID # 4310)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of the Charter Application for Plato Academy South Charter School

BACKGROUND:

The initial application was timely submitted. It includes nineteen (19) substantive sections, each with a provision for one of three conclusions: meets the standard, partially meets the standard, or does not meet the standard. The instrument provides for an overall assessment to deny or approve the application. A section for summary comments is also provided. This attachment will serve as the rationale for the recommendation.

Florida law s. 1002.331 provides criteria for charter schools to be declared high-performing charter school. Plato Academy Charter School in Clearwater was declared high-performing by Florida Education Commissioner John L. Winn on July 26th 2011.

(1) A charter school is a high-performing charter school if it:

- (a) Received at least two school grades of "A" and no school grade below "B," pursuant to s. 1008.34, during each of the previous 3 school years.
- (b) Received an unqualified opinion on each annual financial audit required under s. 218.39 in the most recent 3 fiscal years for which such audits are available.
- (c) Did not receive a financial audit that revealed one or more of the financial emergency conditions set forth in s. 218.503(1) in the most recent 3 fiscal years for which such audits are available.

The applicant meets all of the criteria.

Florida law also provides the need for a higher level of evidence for a sponsor to reject the application of a high-performing charter school application. High-performing charter school applications may be denied by the sponsor only if the sponsor demonstrates by clear and convincing evidence that the application does not materially comply with the legal requirements of a charter school application, does not substantially replicate the high-performing school, has made material misrepresentations of facts, or if the educational and financial management practices do not materially comply with law.

STRATEGIC DIRECTION/GOAL: Student Achievement

ALTERNATIVES:

- 1. Approve the Charter Application for Plato Academy South.
- 2. Do not approve the Charter Application for Plato Academy South.

RECOMMENDATION:

Alternative # 1 is recommended.

RATIONALE:

See attached Charter School application evaluation instrument for Plato Academy South. The overall assessments of the nineteen sections in the Evaluation Instrument are as follows:

Meets Expectations		Partially Meets	Does Not Meet
Mission, Guiding Principles and Purpose	Governance	Curriculum Plan	
Target Population and Student Body	Employment	Student Performance, Assessment and Evaluation	
Exceptional Students	Transportation	Student Recruitment and Enrollment	
English Language Learners	Food Service	Budget	
School Climate and Discipline	Financial Management and Oversight		
Management	Action Plan		
	Education Service Providers		

FISCAL IMPACT:

This school has projected a maximum enrollment for each of the five years up to 728 Kindergarten through 8 grade students. At full enrollment, the school will potentially reduce district funds a cumulative five year total of \$22,749,420.

DATA SOURCE:

Kevin Smith, CPA, Associate Superintendent, Finance and Business Services
Pam Moore, Associate Superintendent, Teaching and Learning Services
Karen Coffey, Executive Director, Budget & Resource Allocation
Behrokh Ahmadi, Ph.D., Executive Director, Assessment, Accountability and Research
Dot Clark, Director, Charter Schools and Home Education
Rick Wolfe, Senior Coordinator, Charter Schools and Home Education
Janice Klimis, Gifted Programs Specialist
Nancy Deane, Supervisor, Psychological Services
Natasa Karac, K-12 ESOL Specialist
Karri Wright, Resource Teacher
David Koperski, School Board Attorney
Heather Wallace, Assistant School Board Attorney

SUBMITTED BY:

Lori Matway, Associate Superintendent, Student and Community Services

Request for Approval (ID # 4310)

Meeting of November 12, 2013

ATTACHMENTS:

- Plato South High Performing 2013 Evaluation (PDF)

Plato High Performing Florida Charter School Application Evaluation Instrument High Performing Replication

Each section presents criteria for a response that meets the standard, and these criteria should guide the overall rating for the section. The Strengths and Weaknesses boxes provide space to identify data and other evidence that supports the rating. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.

The following definitions should guide the ratings:

Meets the Standard:	The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.
Partially Meets the Standard:	The response addresses most of the criteria, but the responses lack meaningful detail and require important additional information.
Does Not Meet the Standard:	The response lacks meaningful detail; demonstrates lack of preparation; or otherwise raises substantial concerns about the applicant's understanding of the issue in concept and/or ability to meet the requirement in practice

OVERALL ASSESSMENT – COMPLETE THIS SECTION LAST

Would you recommend approval of this application for a public charter school? Explain your recommendation in the Summary Comments section, below.

DENY	APPROVE
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name of Person Completing Assessment: Dot Clark Date: November 12, 2013

Title: Director of Charter Schools and Home Education

Signature: _____

Summary: Of the nineteen sections in the Evaluation Instrument the applicant scored:

In the Educational Plan the applicant scored:

- “Meets Expectations”- 6
- “Partially Meets”- 2
- “Does Not Meet”- 0

In the Organizational Plan the applicant scored:

- “Meets Expectations”- 4
- “Partially Meets”- 1
- “Does Not Meet” – 0
- Not Applicable - 0

In the Business Plan the applicant scored:

- “Meets Expectations”- 5
- “Partially Meets”- 1
- “Does Not Meet” - 0

I. Replication

The Replication section should include a list of every high-performing charter school that is operated by the governing board submitting the application, and should include the grade levels currently served at each school. This section should also include a general description of how the proposed school is substantially similar to least one of the applicant’s high-performing schools.

Statutory References:

s. 1002.33(6)(b)3.b.; s. 1002.331

Evaluation Criteria:

A response that meets the standard will present:

- Application includes verification letter from the Commissioner of Education that applicant is a high-performing charter school.
- An education program that is substantially similar to the Clearwater Plato Academy high-performing charter school.
- Significant involvement in the operation of the proposed school by the organization or individuals involved in the operation of the replicated school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> Application includes verification letter from Commissioner of Education that applicant is a high-performing charter school. The education program is substantially similar to at least one of the applicant's high-performing charter schools. There is evidence of significant involvement in the operation of the proposed school by the organization or individuals involved in the operation of the replicated school. 	
Concerns and Additional Questions	Reference

II. Educational Plan

The education plan should define what students will achieve, how they will achieve it, and how the school will evaluate performance. It should provide a clear picture of what a student who attends the school will experience in terms of educational climate, structure, assessment and outcomes.

1. Mission, Guiding Principles and Purpose

The Mission, Guiding Principles and Purpose section should indicate what the school intends to do, for whom and to what degree.

Statutory References:

s. 1002.33(2)(a); s. 1002.33(2)(b); s. 1002.33(2)(c); s. 1002.33(6)(a)(1); s. 1002.33(7)(a)(1)

Evaluation Criteria:

A response that meets the standard will present:

- A compelling mission statement that defines the purpose and values of the school.
- A set of priorities that are meaningful, manageable and measurable, and focused on improving student outcomes.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The application presents a compelling mission statement that defines the purpose and values of the school. The mission of Plato Academy (K-8) is to assist students in achieving their fullest potential, by requiring and nurturing high academic and behavioral standards in a safe, supporting, challenging and enthusiastic environment fostered by a commitment and cooperative effort between the tetrad: student-teacher-parent, and community.	Page 1

Concerns and Additional Questions	Reference

2. Target Population and Student Body

The Target Population and Student Body section should describe the anticipated target population of the school and explain how the school will be organized by grade structure, class size and total student enrollment over the term of the school's charter.

Statutory Reference(s):

s. 1002.33(10)(e); s. 1002.33(6)(b)(2); s. 1002.33(7)(a)(1); s. 1003.03

Evaluation Criteria:

A response that meets the standard will present:

- An understanding of the students the charter school intends to serve.
- If the applicant proposes to target certain populations, the projected student body should align with the overall mission of the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths						Reference
<ul style="list-style-type: none"> ▪ The applicant intends to serve K-8 students. Maximum enrollment was provided. See below. 						
Grade	Year 1	Year 2	Year 3	Year 4	Year 5	
K-8	Up To 728	Up To 728	Up To 728	Up To 728	Up To 728	
K-8	Up To 728	Up To 728	Up To 728	Up To 728	Up To 728	
K-8	Up To 728	Up To 728	Up To 728	Up To 728	Up To 728	
K-8	Up To 728	Up To 728	Up To 728	Up To 728	Up To 728	
Total	Up To 728	Up To 728	Up To 728	Up To 728	Up To 728	

Concerns and Additional Questions	Reference
It is unclear how many students and which grade levels the school intends to phase in each year.	

3. Educational Program Design

The Educational Program Design section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Statutory Reference(s):

s. 1002.33(7)(a)(2)

Evaluation Criteria:

A response that meets the standard will present an educational program design that:

- Is clear and coherent;
- Is based on effective, research-based educational practices, teaching methods and high standards for student learning;
- Aligns with the school's mission and responds to the needs of the school's target population; and
- Presents evidence that the proposed approach will lead to improved student performance for the school's target population.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • The education program design is clear and coherent and is based on effective, research-based educational practices, teaching methods and high standards for student learning. • Plato Academy's philosophy is to create a positive school climate and develop a student-centered learning environment with a focus on a multicultural curriculum and promote high academic achievement. • The applicant will utilize the Socratic method of questioning in association with Bloom's Taxonomy along with Aristotle's Modes of Persuasion. • The school will offer instruction in the Greek language. 	

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> The applicant states that part of the school's philosophy is to promote high academic achievement but then identifies a standard of seventy percent of the students being at grade level or above in reading. This expectation is lower than other public schools in the community. The school may want to consider switching from using Bloom's Taxonomy of Educational Objectives to Webb's Depth of Knowledge model that aligns better with FCAT 2.0 and CCSS. 	Page 27

4. Curriculum Plan

The Curriculum Plan section should explain not only *what* the school will teach but also *how* and *why*.

Statutory Reference(s):

s. 1002.33(6)(a)(2); s. 1002.33(6)(a)(4); s. 1002.33(7)(a)(2); s.1002.33(7)(a)(4)

A response that meets the standard will present a curriculum plan that:

- Provides a clear and coherent framework for teaching and learning;
- Is research-based;
- Is consistent with the school's mission, educational philosophy and instructional approach;
- Will enable students to attain Sunshine State Standards and receive a year's worth of learning for each year enrolled; and
- Will be appropriate for all students at all levels.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> The curriculum plan that provides a clear and coherent framework for teaching and learning; and will enable students to attain Sunshine State Standards and receive a year's worth of learning for each year enrolled. Use of technology aligns to CCSS. 	

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> It is unclear if the school intends to replicate the curriculum of the high performing school by utilizing all same books and resources as Plato Clearwater since McGraw Hill series was the only materials identified. This will need to be clarified before a final charter is recommended. It is unclear what is meant by the following statement: "The Plato Academy (K-8) Core Curriculum is not documents distributed by 	Section 4

our school to the teachers, parents, and students.” This will need further clarification before a final charter is recommended.	Page 36
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5. Student Performance, Assessment and Evaluation

The Student Performance, Assessment and Evaluation section should define what students attending the school should know and be able to do and reflect how the academic progress of individual students, cohorts over time, and the school as a whole will be measured.

Statutory Reference(s):

s. 1002.33(6)(a)(3); s.1002.33(7)(a)(3); s.1002.33(7)(a)(4); s.1002.33(7)(a)(5)

Evaluation Criteria:

A response that meets the standard will present:

- Measurable educational goals and objectives that set high standards for student performance.
- Promotion standards that are based on high expectations and provide clear criteria for promotion from one level to the next, and for graduation (if applicable).
- Evidence that a range of valid and reliable assessments will be used to measure student performance.
- Assessment activities that are sufficiently frequent and a detailed plan to determine whether students are making adequate progress.
- Evidence that data will inform decisions about adjustments to the educational program.
- Plans for sharing student performance information that will keep students and parents well informed of academic progress.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The student promotion/progression plan is acceptable.	Pages 57-58
Assessment plan and usage to monitor progress and make adjustments to curriculum is acceptable.	Pages 58-60
Parent and student communication plan is acceptable.	Pages 60

Concerns and Additional Questions	Reference
Specific goals need to be stated quantitatively in section 5A. This will need to be addressed before a final charter is recommended.	Pages 56

6. Exceptional Students

The Exceptional Students section should demonstrate an understanding of the requirements of the school to serve all students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(16)(a)(3)

Evaluation Criteria:

A response that meets the standard will present:

- Clear description of the levels of service the school will provide to students with disabilities.
- A clear description of how the school will ensure that students with disabilities (SWD) will have an equal opportunity of being selected for enrollment.
- An understanding and commitment to collaborating with the sponsor to ensure that placement decisions for students with disabilities will be made based on each student's unique needs.
- An appropriate plan for evaluating the school's effectiveness in serving exceptional students, including gifted.
- A realistic enrollment projection (SWD) and a staffing plan that aligns with the projection.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • The applicant provides a clear description of the levels of service the school will provide to students with disabilities is presented. • The applicant provides a clear description of how the school will ensure that students with disabilities (SWD) will have an equal opportunity of being selected for enrollment is presented. • The applicant provides a clear for evaluating the school's effectiveness in serving exceptional students, including gifted. 	

Concerns and Additional Questions	Reference

7. English Language Learners

The English Language Learners section should demonstrate an understanding of the requirements of the school to serve English Language Learner students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- Demonstrated understanding of state and federal requirements regarding the education of English language learner students.

- Sound plans for educating English language learner students that reflect the full range of programs and services required to provide all students with a high quality education.
- Demonstrated capacity to meet the school's obligations under state and federal law regarding the education of English language learner students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> ▪ The applicant demonstrates understanding of some state and federal requirements regarding the education of English language learner students. <ul style="list-style-type: none"> ➤ Meets requirements for: <ul style="list-style-type: none"> ○ Identification, Eligibility, and Programmatic Assessment ○ Annual English Language Proficiency Assessment for English Language Learners. ○ Extension of Services in English for Speakers of Other Languages (ESOL) Program ○ Accommodations of the Statewide Assessment Program Instruments and Procedures for ELLs ▪ The applicant demonstrates capacity to meet the school's obligations under state and federal law regarding the education of English language learner students. <ul style="list-style-type: none"> ➤ Meets requirements for: <ul style="list-style-type: none"> ○ Equal Access for ELLs to Programs Other Than ESOL ○ ESOL Staff Training Requirements ○ Translation/ Interpretation/ Bilingual Assistance 	

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ▪ The applicant should revise the requirements for Exiting ELLS from ESOL Program to align to the state-approved district criteria. ▪ The applicant needs to provide additional information concerning the function and identify the members of the school's ESOL committee. 	

8. School Climate and Discipline

The School Climate and Discipline section should describe the learning environment of the school and provide evidence that the school will ensure a safe environment conducive to learning.

Statutory Reference(s):

s. 1002.33(7)(a)(7); s. 1002.33(7)(a)(11)

Evaluation Criteria:

A response that meets the standard will present:

- A sound approach to classroom management and student discipline.
- Legally sound policies for student discipline, suspension, and dismissal.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • The applicant will institute school wide discipline and behavior plans that will provide consistency to all students. • The applicant will adopt Pinellas County School's Student Code of Conduct. 	

Concerns and Additional Questions	Reference

III. Organizational Plan

The Organizational Plan should provide an understanding of how the school will be governed and managed. It should present a clear picture of the school's governance and management priorities, what responsibilities various groups and people will have, and how those groups will relate to one another.

9. Governance

The Governance section should describe how the policy-making and oversight function of the school will be structured and operate.

Statutory Reference(s):

s. 1002.33(7)(a)(15); s. 1002.33(16)(b)(5)

Evaluation Criteria:

A response that meets the standard will present:

- Documentation of proper legal structure of the governing board, or a plan to organize in conformity with the laws of Florida.
- A clear understanding and description of the governing board's responsibilities.
- A clear, sensible delineation of roles and responsibilities in relation to governance and school management.
- A sensible method for resolving disputes between parents and the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school will be governing by the Plato academy Non Profit Inc. The application provides a clear outline of how the school will be governed and operated. It is managed by the same board of directors and uses the same management company as the successful Plato Academy Clearwater.	Page OP 1-7

Concerns and Additional Questions	Reference

10. Management

The Management section should describe how the day-to-day administration of the school's operations will be structured and fulfilled.

Statutory Reference(s):

s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(14)

Evaluation Criteria:

A response that meets the standard will present:

- A management structure that includes clear delineation of the roles and responsibilities for administering the day-to-day activities of the school.
- A sound plan for the recruitment and selection of the school leader.
- A viable and adequate staffing plan aligned with the projected student enrollment.
- A sound plan for recruiting and retaining qualified and capable staff.

Meet the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school plans to replicate the high performing Plato Academy Clearwater. All the required standards are included.	Page OP 7-18

Concerns and Additional Questions	Reference

11. Education Service Providers

The term "education service provider" (ESP) refers to any number of organizations that contract with the governing board of a school to provide comprehensive services. The three major types of ESPs that serve charter schools are education management organizations, comprehensive school design providers, and virtual school management organizations. The Education Service Provider

section should describe, if applicable, the contractual arrangement between the school's governing board and such a provider.

Statutory Reference(s):

s. 1002.33(7)(a)(9)

Evaluation Criteria:

A response that meets the standard will present:

- A persuasive explanation of the reasons for contracting with an education service provider.
- A persuasive explanation of how the proposed relationship with the ESP will further the school's mission.
- A clear description of the services to be provided by the ESP.
- A clear delineation of the roles and responsibilities between the school's governing board and the ESP.
- A clearly defined performance-based relationship between the school's governing board and the ESP.

Not Applicable	Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths			Reference
The school will contract with Superior Management Corporation which is also an Education Service Provider to the other Plato Charter Schools.			Pages OP 19-21
Concerns and Additional Questions			Reference

12. Employment

The Employment section should define the policies and procedures that frame the school's relationship with its staff.

Statutory Reference(s):

s. 1002.33(7)(a)(14); s. 1002.33(12)

Evaluation Criteria:

A response that meets the standard will present:

- A compensation plan that will attract and retain quality staff.
- Policies and procedures that hold staff to high professional standards or a sound plan for development of policies and procedures.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Strengths	Reference
The application contains an appropriate compensation plan and includes policies and procedures that are already functioning at the other schools.	Pages OP 22-23

Concerns and Additional Questions	Reference

13. Student Recruitment and Enrollment

The Student Recruitment and Enrollment section should describe how the school will attract and enroll its student body.

Statutory Reference(s):

s. 1002.33(7)(a)(7); s. 1002.33.(7)(a)(8); s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- A student recruitment plan that will enable the school to attract its targeted population.
- An enrollment and admissions process that is open, fair, and in accordance with applicable law.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The recruitment plan and enrollment and admissions plans presented meet the standard.	Pages OP 23-27

Concerns and Additional Questions	Reference
One issue to be clarified in the charter is the parent contract and how it may impact the students' enrollment at the school. We will clarify that a parent unable to fulfill the requested hours of volunteer work will still be able to have their child remain at the school.	Page OP 27-30

IV. Business Plan

The Business Plan should provide an understanding of how the charter operators intend to manage the school's finances. It should present a clear picture of the school's financial viability including the soundness of revenue projections; expenditure requirements; and how well the school's budget aligns with and supports effective implementation of the educational program.

14. Facilities

The Facilities section should provide an understanding of the school's anticipated facilities needs and how the school plans to meet those needs.

Statutory Reference(s):

s. 1002.33(7)(a)(13); s. 1002.33(18)

Evaluation Criteria:

A response that meets the standard will present:

- A realistic plan for acquiring a facility that is appropriate and adequate for the school's program and targeted population.
- Evidence that the school has access to the necessary resources to fund the facilities plan.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant has a track record of locating schools in good facilities at reasonable rentals. The plan is to give priority to a location in Pinellas that lacks a charter, fundamental or a magnet school. A budget addresses the facility cost estimates.	Pages BP 1-2
Concerns and Additional Questions	Reference

15. Transportation

The Transportation section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)(c)

Evaluation Criteria:

A response that meets the standard will present:

- A transportation plan that will serve all eligible students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant understands and will comply with Florida law and ensure that transportation is not a barrier to the students.	Pages BP 3-4

Concerns and Additional Questions	Reference

16. Food Service

The Food Service section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)(a)(1)

Evaluation Criteria:

A response that meets the standard will present:

- A food service plan that will serve all students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant understands and will comply with Federal and Florida law regarding food service programs.	Page BP 4

Concerns and Additional Questions	Reference

17. Budget

The Budget section should provide financial projections for the school over the term of its charter.

Statutory Reference(s):

s. 1002.33(6)(a)(5); s. 1002.33(6)(b)(2)

Evaluation Criteria:

A response that meets the standard will present:

- Budgetary projections which are consistent with all parts of the application, including the school's mission, educational program, staffing plan and facility.
- A realistic assessment of the projected sources of revenue and expenses that ensure the financial viability of the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
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Concerns and Additional Questions	Reference
<p>The application fails to present budgetary projections which are consistent with all parts of the application.</p> <p>General and Administrative costs seem high; 17% of FEFP in year one. Application states on page BP-8 costs would be 10% of FEFP. Budget and narrative do not match.</p> <p>The submitted operating budget narrative on page BP-7 states 728 iPads will cost a cumulative five year total of \$254,800. Five year budget appears to have allocated \$236,600. Expenses maybe understated.</p> <p>Likewise, narrative estimated \$3,000 to outfit each new classroom with furniture. The growth from year one to year two to meet class size requirements would be 11. The submitted budget makes provisions for 10 new classrooms. The budget maybe understated \$3,000 in year two.</p> <p>Narrative states janitorial and administrative supplies are estimated to cost \$79,834 in years 4 and 5. Submitted budget has allocated \$66,528 in year 4. Budget maybe understated in year 4 by \$13,306. Budget is built with an annual teacher salary of \$43,680. No raise is budgeted during the five years. Expenses maybe understated.</p> <p>The start-up budget does not appear to include an adequate budget for utilities, phones, and electricity; grand total of \$900 for phones only. Expenses may be understated.</p> <p>Start-up budget does not appear to include budget for the rent of the facility. Expenses may be understated.</p> <p>Submitted revenue worksheets do not appear to correlate to five year budget and application in regards to expected enrollment. For example, estimated number of middle school students on revenue worksheet for year one is only 3 yet two middle school teachers are funded in budget. This inconsistency continues through year five.</p> <p>It is unclear where funds to support professional development and teacher training activities as cited on page BP-9 of application can be found in the budget.</p>	

18. Financial Management and Oversight

The Financial Management and Oversight section should describe how the school's finances will be managed and who will be responsible for the protection of student and financial records.

Statutory Reference(s):

s. 1002.33(6)(a)(5); s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(11)

Evaluation Criteria:

A response that meets the standard will present:

- A clear description of how the school's finances will be managed. The description must include assurances that the governing board retains ultimate control over the school's finances.
- A clear description of strong internal controls. The system of internal controls must be sufficient to safeguard finances.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The application provides a very detailed and acceptable plan that allows the board to control the schools finances while using an education services provider. Safeguards are included.	Pages BP 11-27

Concerns and Additional Questions	Reference

19. Action Plan

The Action Plan should provide a clear roadmap of the steps and strategies that will be employed to prepare the school to be ready to serve its students well on the first day of operation.

Statutory Reference(s):

s. 1002.33(7)(a)(16)

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- Provides a thoughtful and realistic implementation plan that covers major operational items and provides flexibility for addressing unanticipated events.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths	Reference	
The applicant presented a realistic time frame to open the school for the 2013-14 school year.		

Concerns and Additional Questions	Reference

SCHEDULED

REQUEST FOR APPROVAL (ID # 4326)

November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval of the Charter Application for Academy by the Sea Charter School

BACKGROUND:

The initial application was timely submitted. State law mandates that charter school applicants use the Model Florida Charter School Application. The state model is similar to the application form that we have used in Pinellas in the past, but incorporates sections of the new law. The state also mandates its Florida Charter School Application Evaluation Instrument which we have used to analyze each application for a charter school.

The evaluation instrument is similar to the rubric that staff has used in past years. The instrument provides for an overall assessment to deny or approve the application. It includes nineteen (19) substantive sections, each with a provision for one of three conclusions. Academy by the Sea Charter School results: eight (8) Meets the Standard, eight (8) Partially Meets the Standard, two (2) Does Not Meet the Standard, and one (1) Not Applicable. A section for summary comments is also provided. This attachment will serve as the rationale for the recommendation.

Participants involved in this process varied based upon the level and type of student involved; curriculum and instruction proposed; auxiliary services such as transportation, facilities, or food service which might be involved; and possible legal implications. Responses were gathered for inclusion by Dot Clark, Director and Rick Wolfe, Senior Coordinator, Charter Schools and Home Education; Karen Coffey, Executive Director, Budget & Resource Allocation; and Heather Wallace, Assistant School Board Attorney and the Teaching and Learning staff. A copy of the original application is available in the school board office for review.

If the application is approved, negotiations will begin involving the operations of the charter school. Florida law requires various issues to be addressed in the charter itself. The charter will be signed by the governing body of the charter school and the school board following a public hearing at a school board meeting to ensure community input.

STRATEGIC DIRECTION/GOAL: Student Achievement

ALTERNATIVES:

1. Approve the charter application for Academy by the Sea Charter School.
2. Do not approve the charter application for Academy by the Sea Charter School.

RECOMMENDATION:

Alternative #1 is recommended.

RATIONALE:

See attached Charter School application Evaluation Instrument for Academy by the Sea Charter School. The overall assessments of the nineteen sections in the Evaluation Instrument are as follows:

Meets Expectations	Partially Meets	Does Not Meet	Not Applicable
Student Recruitment and Enrollment	Curriculum Plan	Budget	Education Service Providers
Governance	Educational Program Design	Financial Management and Oversight	
Facilities	Student Performance, Assessment and Evaluation		
Food Service	Management		
Action Plan	Employment		
Mission, Guiding Principles and Purpose	Transportation		
Target Population and Student Body	English Language Learners		
School Climate and Discipline	Exceptional Students		

FISCAL IMPACT:

This school has projected enrollment of 154 students 4th through 8th grades the first year increasing to 176 students in year two through five. At full enrollment in year one, the school will potentially reduce district funds by an estimated \$994,619. The corresponding amount for years two through five is an estimated three year total of \$4,463,860, with a cumulative financial impact of \$5,458,478.

DATA SOURCE:

Kevin Smith, CPA, Associate Superintendent, Finance and Business Services
 Pam Moore, Associate Superintendent, Teaching and Learning Services
 Behrokh Ahmadi, Ph.D., Executive Director, Assessment, Accountability and Research
 Karen Coffey, Executive Director, Budget & Resource Allocation
 Dot Clark, Program Specialist, Charter Schools and Home Education
 Rick Wolfe, Senior Coordinator, Charter Schools and Home Education
 Janice Klimis, Gifted Programs Specialist
 Nancy Deane, Supervisor, Psychological Services
 Natasa Karac, K-12 ESOL Specialist
 Kari Wright, Resource Teacher
 David Koperski, School Board Attorney
 Heather Wallace, Assistant School Board Attorney

SUBMITTED BY:

Lori Matway, Associate Superintendent, Student and Community Services

Request for Approval (ID # 4326)

Meeting of November 12, 2013

ATTACHMENTS:

- Academy by the Sea 2013 Evaluation Approval (PDF)

Academy By the Sea

Florida Charter School Application Evaluation Instrument

Each section presents criteria for a response that meets the standard, and these criteria should guide the overall rating for the section. The Strengths and Weaknesses boxes provide space to identify data and other evidence that supports the rating. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.

The following definitions should guide the ratings:

- Meets the Standard:** The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.
- Partially Meets the Standard:** The response addresses most of the criteria, but the responses lack meaningful detail and require important additional information.
- Does Not Meet the Standard:** The response lacks meaningful detail, demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant's understanding of the issue in concept and/or ability to meet the requirement in practice

OVERALL ASSESSMENT – COMPLETE THIS SECTION LAST

Would you recommend approval of this application for a public charter school? Explain your recommendation in the Summary Comments section, below.

DENY	APPROVE
	<input checked="" type="checkbox"/>

Name of Person Completing Assessment: Dot Clark Date: 11/12/13

Title: Director of Charter Schools and Home Education

Signature: _____

Summary: Of the nineteen sections in the Evaluation Instrument the applicant scored:

In the Educational Plan the applicant scored:

- “Meets Expectations”- 3
- “Partially Meets”- 5
- “Does Not Meet”- 0

In the Organizational Plan the applicant scored:

- “Meets Expectations”- 2
- “Partially Meets”- 2
- “Does Not Meet” – 0
- Not Applicable - 1

In the Business Plan the applicant scored:

- “Meets Expectations”- 3
- “Partially Meets”- 1
- “Does Not Meet” - 2

I. Educational Plan

The education plan should define what students will achieve, how they will achieve it, and how the school will evaluate performance. It should provide a clear picture of what a student who attends the school will experience in terms of educational climate, structure, assessment and outcomes.

1. Mission, Guiding Principles and Purpose

The Mission, Guiding Principles and Purpose section should indicate what the school intends to do, for whom and to what degree.

Statutory References:

s. 1002.33(2)(a); s. 1002.33(2)(b); s. 1002.33(2)(c); s. 1002.33(6)(a)(1); s. 1002.33(7)(a)(1)

Evaluation Criteria:

A response that meets the standard will present:

- A compelling mission statement that defines the purpose and values of the school.
- A set of priorities that are meaningful, manageable and measurable, and focused on improving student outcomes.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ The applicant presents a clear mission statement: Academy by the Sea will create an environment where the concepts of	Page 7

independence, acceptance, cooperation, courtesy, and grace along with a commitment to rigorous academic expectations produce students who are prepared to become leaders in the global community.	
Concerns and Additional Questions	Reference
➤ There is a concern that some elements of the Montessori model may not allow students to meet the specific grade level Next Generation State Standards (NGSSS)-Common Core State Standards (CCSS). This issue was discussed during a meeting with Academy By the Sea (ABTS) representatives on 10/24/13.	Pages 9-17

2. Target Population and Student Body

The Target Population and Student Body section should describe the anticipated target population of the school and explain how the school will be organized by grade structure, class size and total student enrollment over the term of the school's charter.

Statutory Reference(s):

s. 1002.33(10)(e); s. 1002.33(6)(b)(2); s. 1002.33(7)(a)(1); s. 1003.03

Evaluation Criteria:

A response that meets the standard will present:

- An understanding of the students the charter school intends to serve.
- If the applicant proposes to target certain populations, the projected student body should align with the overall mission of the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths							Reference
Identified projected enrollment:							Page 19
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Maximum Enrollment	
4 th	22	22	22	22	22	22	
5 th	22	22	22	22	22	22	
6 th	44	44	44	44	44	44	
7 th	44	44	44	44	44	44	
8 th	22	44	44	44	44	44	
Total	154	176	176	176	176	176	

Concerns and Additional Questions	Reference
➤ The applicant seeks to continue the Montessori experience for students who attend Gulf Port Elementary and local	Page 18 & 19

private Montessori schools (pg. 10). The School relies heavily on these schools for their target population; however, the applicant does not mention any communication between Academy by the Sea (ABTS) and these prospective feeder schools.	
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3. Educational Program Design

The Educational Program Design section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Statutory Reference(s):

s. 1002.33(7)(a)(2)

Evaluation Criteria:

A response that meets the standard will present an educational program design that:

- Is clear and coherent;
- Is based on effective, research-based educational practices, teaching methods and high standards for student learning;
- Aligns with the school's mission and responds to the needs of the school's target population; and
- Presents evidence that the proposed approach will lead to improved student performance for the school's target population.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ The School's design is based on Marie Montessori's philosophy and understanding of a child's developmental process.	Page 21 & 22

Concerns and Additional Questions	Reference
➤ The applicant describes the use of Learning Contracts and states that they are aligned with the NGSSS-CCSS; however, there is no evidence of this alignment.	Page 26
➤ The applicant states that "Ultimately student mastery of the NGSSS will be determined by scores on FCATs in reading, Math, Science, and Writing." There is no additional information about what formative assessments will be used to determine progress towards the NGSSS (and FCAT).	Page 26

4. Curriculum Plan

The Curriculum Plan section should explain not only *what* the school will teach but also *how* and *why*.

Form Number: IEPC-M2

Rule Number: 6A-6.0786

May 2012

Statutory Reference(s):

s. 1002.33(6)(a)(2); s. 1002.33(6)(a)(4); s. 1002.33(7)(a)(2); s.1002.33(7)(a)(4)

A response that meets the standard will present a curriculum plan that:

- Provides a clear and coherent framework for teaching and learning;
- Is research-based;
- Is consistent with the school's mission, educational philosophy and instructional approach;
- Will enable students to attain Sunshine State-Common Core Standards and receive a year's worth of learning for each year enrolled; and
- Will be appropriate for all students at all levels.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ Themes that are consistent with Montessori philosophy are clearly explained.	Pages 29 & 30

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ Language! By Voyager Learning is aligned with the CCSS and identified as "under consideration". The applicant does not describe the current status of this curriculum. ➤ The applicant provides a vague description of remediation strategies for students who are not meeting grade level expectations. This issue was clarified at the meeting on 10/24/13. ➤ The Mathematics section lacks detailed strategies, materials, and clearly defined progress monitoring measures. ➤ Compass Odyssey and Study Island are mentioned as the "base for our mathematics curriculum" (pg. 32); however, the documentation provided does not show alignment to the Common Core Standards in Mathematics. This was clarified at the meeting on 10/24/13. 	<p>Page 31</p> <p>Pages 38-40</p> <p>Pages 32 & 33</p> <p>Appendix J & K</p>

5. Student Performance, Assessment and Evaluation

The Student Performance, Assessment and Evaluation section should define what students attending the school should know and be able to do and reflect how the academic progress of individual students, cohorts over time, and the school as a whole will be measured.

Statutory Reference(s):

Form Number: IEPC-M2
Rule Number: 6A-6.0786
May 2012

s. 1002.33(6)(a)(3); s.1002.33(7)(a)(3); s.1002.33(7)(a)(4); s.1002.33(7)(a)(5)

Evaluation Criteria:

A response that meets the standard will present:

- Measurable educational goals and objectives that set high standards for student performance.
- Promotion standards that are based on high expectations and provide clear criteria for promotion from one level to the next, and for graduation (if applicable).
- Evidence that a range of valid and reliable assessments will be used to measure student performance.
- Assessment activities that are sufficiently frequent and a detailed plan to determine whether students are making adequate progress.
- Evidence that data will inform decisions about adjustments to the educational program.
- Plans for sharing student performance information that will keep students and parents well informed of academic progress.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ A thorough description of the RtI process is provided.	Pages 50-52

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ “Measurement” of the objectives relies on the PARCC; however, the applicant does not address a contingency plan should the PARCC not be available. ➤ The applicant states the “students must also participate in Academy by the Sea’s service learning component.” There is a lack of detail describing the service learning component. ➤ It appears that the school does have enough computers and supportive technology for the middle school FCAT CBT. 	<p>Pages 44-47</p> <p>Page 48</p>

6. Exceptional Students

The Exceptional Students section should demonstrate an understanding of the requirements of the school to serve all students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(16)(a)(3)

Evaluation Criteria:

A response that meets the standard will present:

- Clear description of the levels of service the school will provide to students with disabilities.
- A clear description of how the school will ensure that students with disabilities (SWD) will have an equal opportunity of being selected for enrollment.
- An understanding and commitment to collaborating with the sponsor to ensure that placement decisions for students with disabilities will be made based on each student's unique needs.
- An appropriate plan for evaluating the school's effectiveness in serving exceptional students, including gifted.
- A realistic enrollment projection (SWD) and a staffing plan that aligns with the projection.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ This section of the application does not follow the Model Application provide by Form Number: IECP-MI, Rule Number: 6A-6.0786, May 2012. This issue was clarified during the meeting on 10/24/13. ➤ The applicant does not "indicate the level [of ESE services] that the school will provide to students with disabilities". This issue was clarified during the meeting on 10/24/13. ➤ The applicant refers to the EP and Gifted services, but does not provide a "clear description" on how services will be provide to Gifted students in accordance to the student's EP. ➤ The estimated enrollment of ESE students is 10%, with anticipation of serving a percentage "somewhat lower" (the school district ESE percentage is 12%). No plan is provide should the estimated % be higher. 	<p>Page 55</p> <p>Page 57</p> <p>Page 56</p>

7. English Language Learners

The English Language Learners section should demonstrate an understanding of the requirements of the school to serve English Language Learner students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- Demonstrated understanding of state and federal requirements regarding the education of English language learner students.
- Sound plans for educating English language learner students that reflect the full range of programs and services required to provide all students with a high quality education.
- Demonstrated capacity to meet the school's obligations under state and federal law regarding the education of English language learner students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ The School will use the school district's Home Language Survey.	Page 59
Concerns and Additional Questions	Reference
➤ The ELL section does not identify some of the required elements for ESOL services including: parent involvement and notification, required ELL Team participants, documenting strategies by classroom teachers, and monitoring of "LF" students.	Pages 59 & 60
➤ The applicant states that progress monitoring will occur through the FAIR, Compass Odyssey, Study Island assessments, and portfolios. These are not approved progress monitoring assessments for all ELL students.	Pages 59 & 60
➤ Parents must be invited to participate in the ELL Team meetings.	Pages 59 & 60

8. School Climate and Discipline

The School Climate and Discipline section should describe the learning environment of the school and provide evidence that the school will ensure a safe environment conducive to learning.

Statutory Reference(s):

s. 1002.33(7)(a)(7); s. 1002.33(7)(a)(11); s. 1002.33(9)

Evaluation Criteria:

A response that meets the standard will present:

- A sound approach to classroom management and student discipline.
- Legally sound policies for student discipline, suspension, and dismissal.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ This section of the application does not follow the Model Application provide by Form Number: IECF-MI, Rule Number: 6A-6.0786, May 2012. The information the applicant provides is addressed in Section 3 of this application. ➤ The behavior plan mentions removing disruptive students from the classroom. If ESE students are removed from the classroom, no plan is provided on how the school would monitor these students and continue their educational program and implement the requirements in the student's IEP. 	<p>Page 61</p> <p>Page 66</p>

II. Organizational Plan

The Organizational Plan should provide an understanding of how the school will be governed and managed. It should present a clear picture of the school's governance and management priorities, what responsibilities various groups and people will have, and how those groups will relate to one another.

9. Governance

The Governance section should describe how the policy-making and oversight function of the school will be structured and operate.

Statutory Reference(s):

s. 1002.33(7)(a)(15); s. 1002.33(9)

Evaluation Criteria:

A response that meets the standard will present:

- Documentation of proper legal structure of the governing board, or a plan to organize in conformity with the laws of Florida.
- A clear understanding and description of the governing board's responsibilities.
- Evidence that the proposed governing board will contribute to the wide range of knowledge and skill needed to oversee a charter school.
- A clear, sensible delineation of roles and responsibilities in relation to governance and school management.
- A sensible method for resolving disputes between parents and the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
With regard to the makeup of the founding board, there is some diversity in skill, however, none of the individuals appear to have experience in K-12 education other than one member who was a teacher for a few years a number of years ago. There are two individuals with significant educational experience that are listed as Special Advisers to the Board, but there is no indication as to what the role of a Special Adviser might be, how involved they will be in oversight, etc.	Page 79-80
The section on dispute resolution seems to address disputes between the School and the Sponsor as opposed to between the school and parents.	Page 74
Language regarding the terms of office on page 75 is confusing. Not clear if all of the Board Members will serve the same length terms, which would then potentially result in a complete turnover of the Board. Page 76 seems to indicate the terms will be staggered.	Page 75-76
There is a mention that meeting records will comply with public records law, but all records of the school must be in compliance.	Page 75
With regard to the organizational documents of the corporation, there are some provisions that are not in compliance with Statutes regarding charter schools, as follows:	
The provisions regarding distribution of property upon dissolution in the Articles of Incorporation are not consistent with Florida Statute. Section 1002.33(8)(e) requires that property purchased with public funds be returned to the Sponsor upon dissolution.	
Bylaws Section regarding Meetings and Notice do not provide for public notice of the meeting, which is not in compliance with Section 286.011, Florida Statutes.	
Section 11 of the Bylaws that provides for Informal Action of the Directors without a meeting is also not in compliance with Section 286.011, Florida Statutes.	

10. Management

The Management section should describe how the day-to-day administration of the school's operations will be structured and fulfilled.

Statutory Reference(s):

s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(14)

Form Number: IEPC-M2
Rule Number: 6A-6.0786
May 2012

Evaluation Criteria:

A response that meets the standard will present:

- A management structure that includes clear delineation of the roles and responsibilities for administering the day-to-day activities of the school.
- A sound plan for the recruitment and selection of the school leader.
- A viable and adequate staffing plan aligned with the projected student enrollment.
- A sound plan for recruiting and retaining qualified and capable staff.

Meet the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • The application describes an overview of the evaluation process, and agrees to comply with the requirements found in SB 736. 	Page 86

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> • The applicant does not give assurances that the school will not violate the statutory antidiscrimination provisions in hiring employees. • The application does not include provide a plan for the recruitment of the principal. • The professional credentials for an ideal teacher candidate is extensive (FL teaching certificate, highly qualified, ESOL endorsed, gifted endorsed, experienced Montessori trained teacher). It is unclear as to what candidate pool the school will access to find these teachers or if no applicant meets all these requirements how the school will prioritize the identified staff requirements. 	Page 82-87 Page 86 Page 88

11. Education Service Providers

The term “education service provider” (ESP) refers to any number of organizations that contract with the governing board of a school to provide comprehensive services. The three major types of ESPs that serve charter schools are education management organizations, comprehensive school design providers, and virtual school management organizations. The Education Service Provider section should describe, if applicable, the contractual arrangement between the school’s governing board and such a provider.

Statutory Reference(s):

Form Number: IEPC-M2
 Rule Number: 6A-6.0786
 May 2012

s. 1002.33(7)(a)(9)

Evaluation Criteria:

A response that meets the standard will present:

- A persuasive explanation of the reasons for contracting with an education service provider.
- A persuasive explanation of how the proposed relationship with the ESP will further the school's mission.
- A clear description of the services to be provided by the ESP.
- A clear delineation of the roles and responsibilities between the school's governing board and the ESP.
- A clearly defined performance-based relationship between the school's governing board and the ESP.

Not Applicable	Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Adequate	

Concerns and Additional Questions	Reference

12. Employment

The Employment section should define the policies and procedures that frame the school's relationship with its staff.

Statutory Reference(s):

s. 1002.33(7)(a)(14); s. 1002.33(12)

Evaluation Criteria:

A response that meets the standard will present:

- A compensation plan that will attract and retain quality staff.
- Policies and procedures that hold staff to high professional standards or a sound plan for development of policies and procedures.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> • The application contains a generic summary of some personnel procedures but does not contain a comprehensive personnel policy or a plan and timeline for developing one. • The application does not indicate whether charter school employees shall have the option to bargain collectively, as required by Section 1002.33(12)(b), Florida Statutes. • The application does not provide a description for how the school will disclose qualifications of teachers to parents collectively, as required by Section 1002.33(12)(f), Florida Statutes. • The application does not provide assurances that charter school will require all employees to complete background checks, as required in Florida Statutes. 	Pages 88-92

13. Student Recruitment and Enrollment

The Student Recruitment and Enrollment section should describe how the school will attract and enroll its student body.

Statutory Reference(s):

s. 1002.33(7)(a)(7); s. 1002.33.(7)(a)(8); s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- A student recruitment plan that will enable the school to attract its targeted population.
- An enrollment and admissions process that is open, fair, and in accordance with applicable law.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<p>The application includes a reasonable description of the school's marketing and recruiting plan including allowable enrollment preferences for siblings, children of board members, school staff and active duty military personnel.</p> <p>Registration periods and provisions for conducting a lottery (should applicants exceed capacity) are clearly defined.</p>	

Concerns and Additional Questions	Reference

III. Business Plan

The Business Plan should provide an understanding of how the charter operators intend to manage the school's finances. It should present a clear picture of the school's financial viability including the soundness of revenue projections; expenditure requirements; and how well the school's budget aligns with and supports effective implementation of the educational program.

14. Facilities

The Facilities section should provide an understanding of the school's anticipated facilities needs and how the school plans to meet those needs.

Statutory Reference(s):

s. 1002.33(7)(a)(13); s. 1002.33(18)

Evaluation Criteria:

A response that meets the standard will present:

- A realistic plan for acquiring a facility that is appropriate and adequate for the school's program and targeted population.
- Evidence that the school has access to the necessary resources to fund the facilities plan.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant identified several possible sites in the beach communities of St. Pete Beach, Madeira Beach, and Treasure Island. The applicant's preference is leasing the facilities formerly known as Gulf Beaches El.	Pages 99

Concerns and Additional Questions	Reference

15. Transportation

The Transportation section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)

Evaluation Criteria:

A response that meets the standard will present:

- A transportation plan that will serve all eligible students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
The application will help facilitate carpooling efforts between families but this assumes that enrollment will be primarily from the beach residents. Options beyond that include public transportation. With only these two options available, transportation may be a barrier for families who were otherwise interested in their children attending the school especially ESE students who need transportation.	Page 109

16. Food Service

The Food Service section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)(a)(1)

Evaluation Criteria:

A response that meets the standard will present:

- A food service plan that will serve all students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant plans on contracting with a close Pinellas County school to provide the needed food service or will contract with a service to provide lunches.	Page 110

Concerns and Additional Questions	Reference

17. Budget

The Budget section should provide financial projections for the school over the term of its charter.

Statutory Reference(s):

s. 1002.33(6)(a)(5); s. 1002.33(6)(b)(2)

Evaluation Criteria:

A response that meets the standard will present:

- Budgetary projections which are consistent with all parts of the application, including the school's mission, educational program, staffing plan and facility.
- A realistic assessment of the projected sources of revenue and expenses that ensure the financial viability of the school.
- A sound plan to monitor the budget and make adjustments as necessary.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<p>The application fails to present budgetary projections which are consistent with all parts of the application.</p> <p>➤ Start-up budget includes an aggressive fundraising budget of \$100,000 during the planning year. Fundraising tends to be an unpredictable and non-recurring source of revenue and should not be relied upon as a sustainable source of revenue. According to page 112 thus far only \$5,000 of the \$100,000 has been collected leaving \$95,000 to be collected. These funds may be difficult to raise and there is no guarantee applicant will meet this goal yet the planning budget requires a budget of \$74,847.60 to cover expenses. – <i>Applicant stated as of October 24, 2013 their fundraising drive has received an additional \$5,000 in cash pledges and approximately another \$20,000 in furniture or equipment donations. Per the submitted start-up budget, of the \$74,847.60 required to open the</i></p>	

school only \$3,700 is for tangible goods (furniture or equipment). Whereas \$71,147.60 will require cash as these expenses are for salary, rent, and utility expenses. This requires \$61,147.60 of which applicant has collected \$10,000. The district maintains its concern regarding the ability to raise sufficient funds to open the school.

- Operating (FEFP) budget should be kept separate from other funding sources.
- At least a 3% contingency in operating funds not evident as suggested by auditors for years one through five. For example, year one projects a fund balance of \$1,835.05 whereas 3% would be \$29,315.55. This is a very narrow margin and applicant could easily be in a deficit with only mild fluctuations in revenue, expenditures, or enrollment. – *When district met with applicant; applicant responded that the 3% is only recommended and not required. While Charter schools are not required to maintain a 3% fund balance district maintains its concern that a budget plan where the first year ending with an excess of revenue to expenditures of only \$1,835.05 or .17% is problematic, as many expenses and or revenues may be understated. Of particular concern as seen below are the revenue collections regarding before and after care and expenses for computers and rent. The ending fund balance provides a good indication of the financial health of an entity; .17% is an insufficient ending balance.*
- The revenue does not seem to support the assertion on Page 115 that \$40,000 has been excluded from the revenue as a safeguard against lower than projected enrollment. . – *When district met with applicant; applicant responded that revenue included in budget was built less \$40,000. Applicant did not include revenue worksheets to validate claim. As a result, district had to produce a revenue worksheet making assumptions. District estimates the revenue for year one with 154 students to be \$993,020. Applicant built budget based on FEFP revenue of \$977,185; leaving a difference of \$15,835. Furthermore, page 115 of application states that if charter has lower than anticipated enrollment funds would be saved through reducing the number of staff computers purchased during the planning year. Per the submitted planning year budget, only \$3,000 is budgeted for staff computers. Therefore, additional details are needed regarding the school's plan to monitor the budget and make adjustments as necessary due to unforeseen circumstances (e.g. less than anticipated enrollment).*
- Revenue collections from providing before and after care services appear to be inflated. This program may prove to be less of a revenue generation program than the budget plan is assuming. Revenue is stated at double the expense.
- Year four and five expenses assume the school will be ranked as high performing resulting in district fees of only 2%. This assumption could under estimate expenses approximately \$32,953.92 each of the two years or a cumulative total of \$65,917.84. This understatement of expenses would result in a

deficit for both years four and five. - *When district met with applicant; applicant responded that if school did not achieve the high performing status it would reduce expenses associated with enhancing its library, media, and textbooks. Per the submitted five year budget the grand total allocated for library, media, and textbooks in year four is \$21,750 and year fives total is \$31,000. Even if no purchases were made this reduction would be insufficient to cover the deficit.*

- Additionally the district fee in year two and three is understated. The budget reflects \$52,177.04 however 5% of the FEFP revenue of \$1,098,464 is \$54,923.20.
- The five year budget does not prove it will purchase an adequate number of computers. According to page 113, budget has been set aside in year one for 22 computers yet the revenue anticipates 154 students will enroll. With seven teachers and 154 students anticipated 22 computers is inadequate to furnish the school. The state requires one computer for every five students; therefore for the anticipated student population there should be a minimum of 31 computers. Proposed budget had one computer for every seven students. Year twos budget has set aside a budget for 10 computers; this is still below the required ratio and year three only allocates budget for two additional computers. In is not until year four sufficient funds have been allocated to meet the five to one student to computer ratio. This understatement of expenses skews the ending fund balance.
- The five year budget makes provisions for a \$2,000 raise in year three only. No other raise is being considered in the five year budget. Budget may be understated. This understatement of expenses skews the ending fund balance.
- The submitted budget is based on a \$60,000 lease for facilities. Page 100 of the application states the ideal location would be Gulf Beaches Elementary. Application further states applicant could lease said property for \$77,600. This would be in increase of \$17,600 each year. This annual increase to the budget would result in a deficit for each of the five years. In year one alone the ending budget would be a deficit of (\$15,764.95). By year five the ending budget would be a deficit of (\$57,467.39). - *Applicant clarified it does not believe the lease of Gulf Beaches is an option therefore it did not allocate its lease budget accordingly. District remains concerned sufficient budget may not have been allocated for its facility lease as budget is built at \$5,000 a month. This equates to approximately \$6 a square foot. Has applicant verified this is a viable going rate in the real estate market? Expenses may be understated, skewing the fund balance.*
- Application states on page 108 that electricity cost are estimated at \$46,996 annually. Year two reflects expense with no increase for inflation. Year three through five electricity budget reflects a decrease to \$42,996. Budget may be understated. This

<p>understatement of expenses skews the ending fund balance.</p> <p>➤ The organization chart provided on page 72 of the application show teachers and teacher assistants. There is no budget evident for the teacher assistants.</p> <p>In summary, the application fails to present a realistic assessment of the projected sources of revenue and expenses that ensure the financial viability of the school.</p>	
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18. **Financial Management and Oversight**

The Financial Management and Oversight section should describe how the school's finances will be managed and who will be responsible for the protection of student and financial records.

Statutory Reference(s):

s. 1002.33(6)(a)(5); s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(11)

Evaluation Criteria:

A response that meets the standard will present:

- A clear description of how the school's finances will be managed. The description must include assurances that the governing board retains ultimate control over the school's finances.
- A clear description of strong internal controls. The system of internal controls must be sufficient to safeguard finances.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Strengths	Reference
	Pages 109-110.

Concerns and Additional Questions	Reference
<p>➤ The applicant failed to provide a clear description of strong internal controls relating to cash disbursements, cash controls, segregation of duties, and bank reconciliation. The application needs more comprehensive details relating to internal controls.</p> <p>➤ Applicant failed to provide a finance policy and procedure guide. The establishment of written policies and procedures are necessary to ensure implementation of internal controls and compliance with laws, rules, and good business practices.</p> <p>➤ Applications failed to utilize proper coding. For example not all FEFP revenue is to be coded to 3310. Improper recording of transactions affects the reliability of the applicant's reports on financial position and results of operations.</p> <p>➤ Student and financial documents need to be stored in a</p>	

waterproof environment. ➤ More detail is needed regarding the applicant's understanding of the school's insurance requirement including the types and amounts.	
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19. Action Plan

The Action Plan should provide a clear roadmap of the steps and strategies that will be employed to prepare the school to be ready to serve its students well on the first day of operation.

Statutory Reference(s):

s. 1002.33(7)(a)(16)

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- Provides a thoughtful and realistic implementation plan that covers major operational items and provides flexibility for addressing unanticipated events.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
A detailed plan is provided.	Pages 120-121

Concerns and Additional Questions	Reference

SCHEDULED

REQUEST FOR APPROVAL (ID # 4308)

Date: November 12, 2013

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT

SUBJECT: Request Denial of the Charter Application for Pinellas Charter School of Science and Technology

BACKGROUND:

The initial application was timely submitted. State law mandates that charter school applicants use the Model Florida Charter School Application. The state model is similar to the application form that we have used in Pinellas in the past, but incorporates sections of the new law. The state also mandates its Florida Charter School Application Evaluation Instrument which we have used to analyze each application for a charter school.

The evaluation instrument is similar to the rubric that staff has used in past years. The instrument provides for an overall assessment to deny or approve the application. It includes nineteen (19) substantive sections, each with a provision for one of three conclusions. Pinellas Charter School of Science and Technology results: five (5) Meets the Standard, eight (8) Partially Meets the Standard, five (5) Does Not Meet the Standard, and one (1) Not Applicable. A section for summary comments is also provided. This attachment will serve as the rationale for the recommendation.

Participants involved in this process varied based upon the level and type of student involved; curriculum and instruction proposed; auxiliary services such as transportation, facilities, or food service which might be involved; and possible legal implications. Responses were gathered for inclusion by Dot Clark, Director and Rick Wolfe, Senior Coordinator, Charter Schools and Home Education; Karen Coffey, Executive Director, Budget & Resource Allocation; and Heather Wallace, Assistant School Board Attorney and the Teaching and Learning staff. A copy of the original application is available in the school board office for review.

If the application is approved, negotiations will begin involving the operations of the charter school. Florida law requires various issues to be addressed in the charter itself. The charter will be signed by the governing body of the charter school and the school board following a public hearing at a school board meeting to ensure community input.

STRATEGIC DIRECTION/GOAL: Student Achievement

ALTERNATIVES:

1. Approve the charter application for Pinellas Charter School of Science and Technology.
2. Do not approve the charter application for Pinellas Charter School of Science and Technology.

RECOMMENDATION:

Alternative #2 is recommended.

RATIONALE:

See attached Charter School application Evaluation Instrument for Pinellas Charter School of Science and Technology.

The overall assessments of the nineteen sections in the Evaluation Instrument are as follows:

Meets Expectations	Partially Meets	Does Not Meet	Not Applicable
Mission, Guiding Principles and Purpose	Management	Exceptional Students	Education Service Providers
Target Population and Student Body	Student Recruitment and Enrollment	Employment	
Education Program Design	Transportation	Budget	
Governance	Financial Management and Oversight	English Language Learners	
Food Service	Action Plan	School Climate and Discipline	
	Curriculum Plan		
	Student Performance, Assessment and Evaluation		
	Facilities		

FISCAL IMPACT:

This school has projected enrollment of 348 Kindergarten through 5 grade students the first year increasing to 392 students in year two, 414 students in year three, 458 students in year four and finally increasing to 498 in year five. At full enrollment in year one, the school will potentially reduce district funds by an estimated \$2,161,917. The estimated amount for year two is \$2,404,548, year three estimated amount is \$2,525,838, year four is \$2,768,397, and year five estimated amount is \$3,009,232. The estimated cumulative financial impact over the contract period is \$12,869,932.

DATA SOURCE:

Kevin Smith, CPA, Associate Superintendent, Finance and Business Services
Pam Moore, Associate Superintendent, Teaching and Learning Services
Karen Coffey, Executive Director, Budget & Resource Allocation
Behrokh Ahmadi, Ph.D., Executive Director, Assessment, Accountability and Research
Dot Clark, Director, Charter Schools and Home Education
Rick Wolfe, Senior Coordinator, Charter Schools and Home Education
Janice Klimis, Gifted Programs Specialist
Nancy Deane, Supervisor, Psychological Services
Natasa Karac, K-12 ESOL Specialist
Karri Wright, Resource Teacher
David Koperski, School Board Attorney

Heather Wallace, Assistant School Board Attorney

SUBMITTED BY:

Lori Matway, Associate Superintendent, Student and Community Services

ATTACHMENTS:

- Pinellas Science Technology 2013 Evaluation (PDF)

Pinellas Charter School of Science & Technology Florida Charter School Application Evaluation Instrument

Each section presents criteria for a response that meets the standard, and these criteria should guide the overall rating for the section. The Strengths and Weaknesses boxes provide space to identify data and other evidence that supports the rating. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.

The following definitions should guide the ratings:

- Meets the Standard:** The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.
- Partially Meets the Standard:** The response addresses most of the criteria, but the responses lack meaningful detail and require important additional information.
- Does Not Meet the Standard:** The response lacks meaningful detail, demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant's understanding of the issue in concept and/or ability to meet the requirement in practice

OVERALL ASSESSMENT – COMPLETE THIS SECTION LAST

Would you recommend approval of this application for a public charter school? Explain your recommendation in the Summary Comments section, below.

DENY	APPROVE
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Name of Person Completing Assessment: Dot Clark Date: November 12, 2013

Title: Director, Charter Schools and Home Education

Signature: _____

Summary: Of the nineteen sections in the Evaluation Instrument the applicant scored:

In the Educational Plan the applicant scored:

- “Meets Expectations”- 3
- “Partially Meets”- 2
- “Does Not Meet”- 3

In the Organizational Plan the applicant scored:

- “Meets Expectations”- 1
- “Partially Meets”- 2
- “Does Not Meet” – 1
- Not Applicable - 1

In the Business Plan the applicant scored:

- “Meets Expectations”- 1
- “Partially Meets”- 4
- “Does Not Meet” - 1

I. Educational Plan

The education plan should define what students will achieve, how they will achieve it, and how the school will evaluate performance. It should provide a clear picture of what a student who attends the school will experience in terms of educational climate, structure, assessment and outcomes.

1. Mission, Guiding Principles and Purpose

The Mission, Guiding Principles and Purpose section should indicate what the school intends to do, for whom and to what degree.

Statutory References:

s. 1002.33(2)(a); s. 1002.33(2)(b); s. 1002.33(2)(c); s. 1002.33(6)(a)(1); s. 1002.33(7)(a)(1)

Evaluation Criteria:

A response that meets the standard will present:

- A compelling mission statement that defines the purpose and values of the school.
- A set of priorities that are meaningful, manageable and measurable, and focused on improving student outcomes.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ The School is committed to providing a challenging, educational experience through a rigorous curriculum emphasizing science in a technologically enriched environment.	Page 3
➤ The School's curriculum will "align with Florida's Next Generation Florida Sunshine State Standards and Florida's Common Core State Standards (CCSS)".	Page 4
Concerns and Additional Questions	Reference

2. Target Population and Student Body

The Target Population and Student Body section should describe the anticipated target population of the school and explain how the school will be organized by grade structure, class size and total student enrollment over the term of the school's charter.

Statutory Reference(s):

s. 1002.33(10)(e); s. 1002.33(6)(b)(2); s. 1002.33(7)(a)(1); s. 1003.03

Evaluation Criteria:

A response that meets the standard will present:

- An understanding of the students the charter school intends to serve.
- If the applicant proposes to target certain populations, the projected student body should align with the overall mission of the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ The applicant addresses the number of students to be served in each grade and a projection for each year of operation up to the 5 th year: Year 1 – 348 total enrollment Year 2 – 392 total enrollment Year 3 – 414 total enrollment Year 4 – 458 total enrollment Year 5 – 498 total enrollment	Page 12

Concerns and Additional Questions	Reference
	Page 12

3. Educational Program Design

The Educational Program Design section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Statutory Reference(s):

s. 1002.33(7)(a)(2)

Evaluation Criteria:

A response that meets the standard will present an educational program design that:

- Is clear and coherent;
- Is based on effective, research-based educational practices, teaching methods and high standards for student learning;
- Aligns with the school's mission and responds to the needs of the school's target population; and
- Presents evidence that the proposed approach will lead to improved student performance for the school's target population.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ The School will follow the District's annual calendar, that course offerings will reflect FLDOE course coding, and that the instructional day will accommodate a minimum of 330 minutes.	Page 13
➤ "The school foci (i.e. Standards-based curriculum, Six Elements of High Quality Instruction, diagnostic testing, focused instruction, high performance standards, teacher pay-for-performance, and Workshop Way) are expected to improve student performance to the point that, at the end of the five-year charter, all students will perform at or above state performance standards."	Page 15
➤ "The primary tenets of our educational program will be: 1) Florida Continuous Improvement Model (FCIM), 2) Quality Instruction, 3) Extended Learning Opportunities, and 4) Multicultural Themes in the curriculum."	Page 19

Concerns and Additional Questions	Reference

4. Curriculum Plan

The Curriculum Plan section should explain not only *what* the school will teach but also *how* and *why*.

Statutory Reference(s):

s. 1002.33(6)(a)(2); s. 1002.33(6)(a)(4); s. 1002.33(7)(a)(2); s.1002.33(7)(a)(4)

A response that meets the standard will present a curriculum plan that:

- Provides a clear and coherent framework for teaching and learning;
- Is research-based;
- Is consistent with the school's mission, educational philosophy and instructional approach;
- Will enable students to attain Sunshine State-Common Core Standards and receive a year's worth of learning for each year enrolled; and
- Will be appropriate for all students at all levels.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> ➤ The curricula the school will use includes: MacMillian-McGraw's <i>Florida Treasures</i> for Language Arts, Reading, and Writing; <i>Discovery Education, Providing Hands-On, Minds-On, and Authentic Learning Experiences in Science</i>, and <i>Foundational Approaches in Science Teaching (FAST)</i> for Science; Pearson <i>en VisionMath Common Core 2012</i> for mathematics, and Pearson Scott Foresman <i>myWorld 2013/1st Edition</i> for Social Studies. All the identified materials have been approved by the school district and are aligned with the NGSSS & CCSS. ➤ The applicant provides a thorough description of the School's technology goals and how technology will be integrated into instruction. ➤ The applicant describes how the school intends to develop student interest in STEM programs and careers. 	<p>Pages 22-33</p> <p>Pages 34 & 35</p> <p>Page 38</p>

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ Although the reading plan addresses students reading below grade level, it does not identified specific strategies for FCAT Level 1 & 2, or students identified as "disfluent". ➤ There is a lack of specificity as to how the school will utilize continuous progress monitoring to assess the results of their interventions. ➤ The applicant provides a brief description of how the School intends to address Art & Music; however, there is not a "clear and coherent framework for teaching and learning" for these programs. 	<p>Pages 43-52</p> <p>Page 52</p> <p>Page 53</p>

5. Student Performance, Assessment and Evaluation

The Student Performance, Assessment and Evaluation section should define what students attending the school should know and be able to do and reflect how the academic progress of individual students, cohorts over time, and the school as a whole will be measured.

Statutory Reference(s):

s. 1002.33(6)(a)(3); s.1002.33(7)(a)(3); s.1002.33(7)(a)(4); s.1002.33(7)(a)(5)

Evaluation Criteria:

A response that meets the standard will present:

- Measurable educational goals and objectives that set high standards for student performance.
- Promotion standards that are based on high expectations and provide clear criteria for promotion from one level to the next, and for graduation (if applicable).
- Evidence that a range of valid and reliable assessments will be used to measure student performance.
- Assessment activities that are sufficiently frequent and a detailed plan to determine whether students are making adequate progress.
- Evidence that data will inform decisions about adjustments to the educational program.
- Plans for sharing student performance information that will keep students and parents well informed of academic progress.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
➤ The applicant provides a thorough explanation of how the School will implement the RtI process.	Pages 63 & 64

Concerns and Additional Questions	Reference
➤ Although “ongoing progress monitoring” is mentioned, there is a lack of specificity as to how the results of progress monitoring will drive instruction.	Pages 57 & 58
➤ Without comparative data, the correlation between 100% learning gains and 95% proficiency cannot be determined.	Pages 57 & 58
➤ 1st and 2nd grade FAIR goals are absent although a 100% proficiency goal in 3rd grade is specified.	Page 58
➤ Description of student promotion standards should explicitly discuss what these are and how they would be implemented.	Page 60
➤ A school of science and technology should contain additional assessments of science and technology other than FCAT Science.	

6. Exceptional Students

The Exceptional Students section should demonstrate an understanding of the requirements of the school to serve all students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(16)(a)(3)

Evaluation Criteria:

A response that meets the standard will present:

- Clear description of the levels of service the school will provide to students with disabilities.
- A clear description of how the school will ensure that students with disabilities (SWD) will have an equal opportunity of being selected for enrollment.
- An understanding and commitment to collaborating with the sponsor to ensure that placement decisions for students with disabilities will be made based on each student's unique needs.
- An appropriate plan for evaluating the school's effectiveness in serving exceptional students, including gifted.
- A realistic enrollment projection (SWD) and a staffing plan that aligns with the projection.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> • The applicant fails to provide a clear understanding of appropriate processes needed to meet the needs of students with disabilities. <ul style="list-style-type: none"> ➤ Services need to be provided upon the start of school as indicated by the IEP, not within 10 days. ➤ There is no information regarding who will provide specially designed instruction for VE services. ➤ The applicant refers to the Student Support Team throughout the application, it should be IEP Team. ➤ The school does not develop the IEP, the IEP team (including the parent) develops the IEP. ➤ The applicant fails to provide evidence that the school understands the difference between supplemental services and special education services as evidenced by the application stating that instruction in a resource, itinerant room, or special class is usually for special education (provision of Specially Designed Instruction) not a supplemental service. As a result students level of services 	<p>Page 66</p> <p>Page 66</p> <p>Pages 67 & 68</p> <p>Page 68</p> <p>Page 67</p>

<p>may not align to IEP requirements.</p> <ul style="list-style-type: none"> ➤ Based on the applicant's explanation for students requiring a "self-contained environment", it appears that the School's expectation is that a "re-evaluation" will automatically result in placement "into an inclusive setting" for all students whose IEP requires a self-contained setting. It cannot be determined if/how the school would serve a student whose re-evaluation resulted in the student continuing to need a self-contained setting. ➤ Although the applicant states that the School will accept all students, the application does not provide a "clear description of the levels of service the school will provide to students with disabilities" for students who need a more structured environment, or students who required 40% instruction with non-disabled peers. The Behavior Plan presented in Section 8 does not specifically mention accommodations and/or modifications for ESE students. ➤ There is a lack of detail concerning "specialized instruction" and specific instructional strategies for students with disabilities. 	<p>Page 69</p> <p>Pages 65-73</p>
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7. English Language Learners

The English Language Learners section should demonstrate an understanding of the requirements of the school to serve English Language Learner students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- Demonstrated understanding of state and federal requirements regarding the education of English language learner students.
- Sound plans for educating English language learner students that reflect the full range of programs and services required to provide all students with a high quality education.
- Demonstrated capacity to meet the school's obligations under state and federal law regarding the education of English language learner students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Strengths	Reference
➤ The School acknowledges use of the Home Language Survey.	Page 74

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ➤ The School's plan to serve ELL students fails to address services for students with significant language needs. (LY and LF students). ➤ The applicant states that the School will "strive for inclusion to the fullest extent." <i>Strive</i> does not promote the sense that the school intends to provide the required services for ELL students. ➤ The applicant fails to address who is doing the testing, or what test instrument is utilized. ➤ It cannot be determined who is serving as the ESOL Coordinator or if the School plans to provide ELL endorsed teachers from the staffing plan. ➤ The applicant fails to explain what is meant by "appropriate support services". ➤ Although the applicant says "support services may include supplementary ESOL instruction", it is not clear what process the School has to determine if a student receives extra language support and how it would be delivered. ➤ There is not a "sound plan for educating English language learner students that reflect the full range of programs and services required to provide all students with a high quality education" when addressing instructional interventions tailored specifically for ELL's and not just for struggling students. ➤ An ELL Coordinator is included in the staffing projections; however, this position is not identified in the budget (pg. 133). 	<p>Pages 74-76</p> <p>Page 74</p> <p>Page 74</p> <p>Page 74</p> <p>Page 75</p> <p>Page 75</p> <p>Pages 74-76</p> <p>Page 75</p>

8. School Climate and Discipline

The School Climate and Discipline section should describe the learning environment of the school and provide evidence that the school will ensure a safe environment conducive to learning.

Statutory Reference(s):

s. 1002.33(7)(a)(7); s. 1002.33(7)(a)(11); s. 1002.33(9)

Evaluation Criteria:

A response that meets the standard will present:

- A sound approach to classroom management and student discipline.
- Legally sound policies for student discipline, suspension, and dismissal.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Strengths	Reference
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➤ The School will follow the Pinellas County School's Code of Conduct.	Page 78
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Concerns and Additional Questions	Reference
➤ The applicant does not provide a statement saying that students with disabilities will be disciplined only in accordance with the requirements of the Individuals with Disabilities Education Act and the Rehabilitation Act.	Pages 76-78
➤ The applicant fails to acknowledge that the school will not transfer an enrolled student without written parental approval as required in F.S. 1002.33(22)b.	Pages 76-78
➤ "We will provide a strict environment where learning comes by enforcing rules, procedures, and high expectations." The applicant only identifies Expected and Inappropriate Behaviors; there is not enough detail provided to support "a sound approach to classroom management and student discipline".	Page 107
➤ The applicant states that "Students may be withdrawn at any time following a meeting with the Principal". This statement implies that the Principal may withdraw students at his/her discretion, which may be in violation of FAPE.	

II. Organizational Plan

The Organizational Plan should provide an understanding of how the school will be governed and managed. It should present a clear picture of the school's governance and management priorities, what responsibilities various groups and people will have, and how those groups will relate to one another.

9. Governance

The Governance section should describe how the policy-making and oversight function of the school will be structured and operate.

Statutory Reference(s):

s. 1002.33(7)(a)(15); s. 1002.33(9)

Evaluation Criteria:

A response that meets the standard will present:

- Documentation of proper legal structure of the governing board, or a plan to organize in conformity with the laws of Florida.
- A clear understanding and description of the governing board's responsibilities.
- Evidence that the proposed governing board will contribute to the wide range of knowledge and skill needed to oversee a charter school.
- A clear, sensible delineation of roles and responsibilities in relation to governance and school management.
- A sensible method for resolving disputes between parents and the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference
Declaration regarding make up of Board on page 78 not consistent with recent legislation because it does not include spouses of employees.	
Language regarding posting of agenda on page 78 also not consistent. Must be posted 7 days in advance.	
No Articles of Incorporation were provided, the document could not be evaluated.	
There is mention of a conflict of interest policy, but it was not included with the Application. When Applicant was questioned about the lack of policy, they indicated that there was no policy, that the school would follow the law. It is unclear at this point how the school will inform board members and staff of conflict of interest issues and how those issues may be addressed.	

10. Management

The Management section should describe how the day-to-day administration of the school's operations will be structured and fulfilled.

Statutory Reference(s):

s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(14)

Evaluation Criteria:

A response that meets the standard will present:

- A management structure that includes clear delineation of the roles and responsibilities for administering the day-to-day activities of the school.
- A sound plan for the recruitment and selection of the school leader.
- A viable and adequate staffing plan aligned with the projected student enrollment.
- A sound plan for recruiting and retaining qualified and capable staff.

Meet the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • The application clearly describes the school administration as principal/director, supported by an administrative 	Page 91

assistant and a registrar/data processor.	
<ul style="list-style-type: none"> • A description of the plan for recruitment and selection of the school principal is provided along with key competencies and a job description. 	Page 91
<ul style="list-style-type: none"> • The application includes a description of the evaluation process, and anticipated professional development activities for the school leader. 	Page 92-93
<ul style="list-style-type: none"> • Staff recruiting strategies appear to be appropriate and the proposed salary and benefit schedule seems to be competitive. 	Page 94

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> • Conflicting statements: Job description qualifications for school administrator includes master's degree in education and school administrator certification; YET when describing the process of hiring the school leader the minimum qualification is: ideally holds an educational leadership certificate or comparable degree. • The application does not comment on the school's commitment to adhering to SB 736 requirements. • It is unclear as to what the statement means, "The teachers in the middle school will be hired with dual certification." • The application fails to contain a job description for the IT repairman, one of the components of Section 10A of the model application. <p>During a phone conference the applicant stated:</p> <ul style="list-style-type: none"> ✓ This statement should not have been in the application. <i>"The School will work with the governance board to identify the qualifications and experience level desired for the Principal"</i>. ✓ The schools leader must have Ed Leadership. ✓ This statement should not have been in the application. <i>"The teachers in the middle school will be hired with dual certification."</i> ✓ Classroom teachers would teach music and art . 	<p>Pages 92 and 95</p> <p>Pages 85-96, 100</p> <p>Page 96</p>

11. Education Service Providers

The term "education service provider" (ESP) refers to any number of organizations that contract with the governing board of a school to provide comprehensive services. The three major types of ESPs that serve charter schools are education management organizations, comprehensive school design providers, and virtual school management organizations. The Education Service Provider

section should describe, if applicable, the contractual arrangement between the school's governing board and such a provider.

Statutory Reference(s):

s. 1002.33(7)(a)(9)

Evaluation Criteria:

A response that meets the standard will present:

- A persuasive explanation of the reasons for contracting with an education service provider.
- A persuasive explanation of how the proposed relationship with the ESP will further the school's mission.
- A clear description of the services to be provided by the ESP.
- A clear delineation of the roles and responsibilities between the school's governing board and the ESP.
- A clearly defined performance-based relationship between the school's governing board and the ESP.

Not Applicable	Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference

12. Employment

The Employment section should define the policies and procedures that frame the school's relationship with its staff.

Statutory Reference(s):

s. 1002.33(7)(a)(14); s. 1002.33(12)

Evaluation Criteria:

A response that meets the standard will present:

- A compensation plan that will attract and retain quality staff.
- Policies and procedures that hold staff to high professional standards or a sound plan for development of policies and procedures.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Strengths	Reference
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Concerns and Additional Questions	Reference
<p>The applicant does not provide comprehensive policies and procedures that hold staff to high professional standards or present a sound plan for development of policies and procedures.</p> <ul style="list-style-type: none"> ➤ The application contains a generic summary of some personnel procedures but does not contain a comprehensive personnel policy or a plan and timeline for developing one. ➤ The applicant's description of the school's professional development plan is vague and lacking in detail. It does not provide sufficient detail with regard to how staff will be trained to implement the multiple instructional strategies and methodologies referenced in Sections 3 and 4 of the application. 	<p>Pages 95, 102-106</p> <p>Pages 104</p>

13. Student Recruitment and Enrollment

The Student Recruitment and Enrollment section should describe how the school will attract and enroll its student body.

Statutory Reference(s):

s. 1002.33(7)(a)(7); s. 1002.33.(7)(a)(8); s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- A student recruitment plan that will enable the school to attract its targeted population.
- An enrollment and admissions process that is open, fair, and in accordance with applicable law.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
<ul style="list-style-type: none"> • Registration periods and provisions for conducting a lottery (should applicants exceed capacity) are identified. 	Pages 107-108
<ul style="list-style-type: none"> • A proposed parent contract is included in Appendix E 	Page 109

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> Elements of the student recruiting plan are not appropriate. <ul style="list-style-type: none"> The student recruitment plan includes the method of requesting staff from district schools to post and distribute flyers, as well as, allow the charter school to attend school PTA meetings. Posting flyers at district schools and attending district schools PTA meeting is not an acceptable recruitment method and one that the sponsor does not approve. An enrollment and admissions process that is open, fair, and in accordance with applicable law is not presented. <ul style="list-style-type: none"> Each year enrollment is contingent on the return of the signed copy of the student- parent contract. This requirement is punitive and limits access to all families. Applicant states that students may be withdrawn at any time. Unless an offense occurs that is considered an expulsion offense, at which time the district would be involved, the school is a public school and as such, is expected to work with each student to help them become successful instead of withdrawing them <p>During a phone conference the applicant stated that students would not be withdrawn if a Spring enrollment form was not returned.</p>	<p>Page 105-106</p> <p>Page 107</p> <p>Pages 110-111</p>

III. Business Plan

The Business Plan should provide an understanding of how the charter operators intend to manage the school's finances. It should present a clear picture of the school's financial viability including the soundness of revenue projections; expenditure requirements; and how well the school's budget aligns with and supports effective implementation of the educational program.

14. Facilities

The Facilities section should provide an understanding of the school's anticipated facilities needs and how the school plans to meet those needs.

Statutory Reference(s):

s. 1002.33(7)(a)(13); s. 1002.33(18)

Evaluation Criteria:

A response that meets the standard will present:

- A realistic plan for acquiring a facility that is appropriate and adequate for the school's program and targeted population.

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- Evidence that the school has access to the necessary resources to fund the facilities plan.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant agrees to comply with Class Size requirements.	Page 113

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ▪ The applicant does not present a thorough plan for acquiring a facility that is appropriate and adequate for the school's program and targeted population. <ul style="list-style-type: none"> ➤ Applicant discusses in general terms, location, size and layout of space. The lack of specific details prohibits reviewers to determine if the space will be adequate for the program. ➤ The applicant does not address the application requirements of providing an estimate of the costs of the anticipated facility needs nor does it describe how the estimate was derived. 	Page 112

15. Transportation

The Transportation section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)

Evaluation Criteria:

A response that meets the standard will present:

- A transportation plan that will serve all eligible students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> ▪ The identified transportation plan is not able to provide transportation service to all eligible students. <p>Although the applicant states that transportation will not be a barrier, the two possible options cited in the application are currently not available. PCS does not have the capacity to assist the charter school with busing and there are no private bus companies</p>	Pages 113-114

within the district that are currently certified to transport students to school and back home. The applicant does not have a viable plan to ensure that transportation will not be an obstacle to students wishing to enroll in the school.

16. Food Service

The Food Service section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)(a)(1)

Evaluation Criteria:

A response that meets the standard will present:

- A food service plan that will serve all students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The applicant will contract with the district and agrees to adhere to required food services guidelines.	Page 114

Concerns and Additional Questions	Reference

17. Budget

The Budget section should provide financial projections for the school over the term of its charter.

Statutory Reference(s):

s. 1002.33(6)(a)(5); s. 1002.33(6)(b)(2)

Evaluation Criteria:

A response that meets the standard will present:

- Budgetary projections which are consistent with all parts of the application, including the school's mission, educational program, staffing plan and facility.
- A realistic assessment of the projected sources of revenue and expenses that ensure the financial viability of the school.
- A sound plan to monitor the budget and make adjustments as necessary.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
<p>The application fails to present budgetary projections which are consistent with all parts of the application.</p> <p>The budget narrative states in year 2 teachers will be paid a salary of \$35,020 and in year 3 \$36,071. The operating budget funds year 2 teachers at \$33,269 and year 3 at \$34,303. This inconsistency continues through year five. The budget is understated a five year total of \$271,055 thus skewing the ending fund balance.</p> <p>The budget narrative states the principal will earn \$80,000 in year one. The sum of year ones projected cash flow is \$76,670. Budget is understated.</p> <p>Similar inconsistencies are found throughout application. The cash flow projection has a total for teachers' salaries of \$535,500 whereas the operating budget states the total should be \$612,000. Same issues exists with the specialty teachers. Budget is understated.</p> <p>Page 73 of the application says that a guidance counselor will be hired beginning in year one. The application also states a second ESE teacher will be hired in year two. These positions are not included in the budget thus skew the fund balance on the operating budget sheet.</p> <p>On the budget narrative textbooks and supplies are built at 364 students however operating budget states year one is projected at 348 students.</p> <p>At least a 3% contingency in operating not evident for year one as suggested by auditors.</p> <p>District fee is based on both FEFP and transportation. Application appears to be calculated on FEFP only. As a result expenses may be understated.</p> <p>No start up budget provided, only a five year budget included in application. As a result district is unable to evaluate the financial viability of the budget.</p>	

Page 124 of application provided a timetable for the school's start-up. Timeline states numerous expenses would occur during planning year. For example, marketing plan will begin December 2013 and school principal would be hired February-March 2014. Expenses not reflected as start-up budget not provided. Budget may be understated. – *Applicant stated in conference call several board members may donate \$5,000 a month for several months for start-up cost. No mention of donation was included in the application or budget. As a result district is unable to review the financial viability of the budget.*

Page 115 of application refers to a possible loan from founder for start-up expenses; at what interest rate? Application does not provide a sufficient explanation of loan.

The budget does not appear to have been prepared in accordance with the "Red book." For example, cafeteria workers and custodian salaries are included in school administration.

The five year budget appears to be estimating an unrealistic furniture and equipment expense. Budget narrative states budget is built at \$8000 per classroom (\$4000 in AV materials and \$4000 in Furniture & Equip). This equates to less than \$400 per student/staff for desks, chairs, and computers. Budget may be understated.

Budget includes a high 11% contracted service fee for bookkeeping, purchasing, instructional consultants, etc. It appears most of the fiscal operations are outsourced.

In summary, the application fails to present a realistic assessment of the projected sources of revenue and expenses.

18. Financial Management and Oversight

The Financial Management and Oversight section should describe how the school's finances will be managed and who will be responsible for the protection of student and financial records.

Statutory Reference(s):

s. 1002.33(6)(a)(5); s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(11)

Evaluation Criteria:

A response that meets the standard will present:

- A clear description of how the school's finances will be managed. The description must include assurances that the governing board retains ultimate control over the school's finances.

- A clear description of strong internal controls. The system of internal controls must be sufficient to safeguard finances.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference
A clear description of strong internal controls not provided relating to daily cash handling, cash disbursements, and bank reconciliation. The application needs more comprehensive details relating to internal controls.	

19. Action Plan

The Action Plan should provide a clear roadmap of the steps and strategies that will be employed to prepare the school to be ready to serve its students well on the first day of operation.

Statutory Reference(s):

s. 1002.33(7)(a)(16)

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- Provides a thoughtful and realistic implementation plan that covers major operational items and provides flexibility for addressing unanticipated events.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
An action plan for school opening is provided in the application.	Page 129-130

Concerns and Additional Questions	Reference
<ul style="list-style-type: none"> • Action Plan is missing several major operational requirements identified in the model application: <ul style="list-style-type: none"> ➤ No mention of initial staff training timeline ➤ No mention of Governing Board training timeline ➤ No mention of policy adoption timeline ➤ No mention of lottery timeline 	Page 124