

*Pinellas County Schools*  
**Regular School Board Meeting**

Tuesday, October 25, 2016 @ 5:00 PM  
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.”*



**Agenda**

- I. Call to Order
- II. Amendments to the Agenda
- III. Invocation: Pastor Randy Evans, Grace Christian Fellowship, 901 Ridge Road S., Largo, Florida 33770
- IV. Pledge of Allegiance

*National Anthem*

*Video: Strings Electrified: Students create new sounds with classic instruments*

- V. Introduction of Professional and Community Organization Reps: Lisa M. Wolf, Public Information Office
- VI. Presentation by Student Rights and Responsibilities: Tarpon Springs High School
- VII. Adoption of Agenda
- VIII. Special Order Agenda

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- IX. Public Comments on Agenda Items

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**E. School Board Meeting Evaluation**

**XIV. Adjournment**

**1. The above listed recommendations to the School Board of Pinellas County are submitted for consideration and approval at the meeting of October 25, 2016. \_\_\_\_\_ Superintendent of Schools**

2. Public Participation  
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, and this opportunity occurs after adjournment of regular meetings. The second is on one or more agenda items upon which the Board will vote, and this opportunity occurs after the special order agenda at regular meetings and as appropriate at special meetings. 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 vice 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 Chairperson calls for speakers or before the last speaker on agenda items concludes his or her comments whichever is later. If you wish to speak during the Public Comment period, you must register prior to the time the Chairperson calls for speakers or before the last speaker concludes his or her comments, whichever is later. If you wish to speak during a Public Hearing, you must register prior to the time the Chairperson calls for speakers or before the last speaker during the Public Hearing concludes his or her comments, whichever is later.

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

1. Public Comment. The Board will hear public comment on the general business of the district after adjournment of regular meetings. The Board will not act on any matter you may raise during your presentation.
2. Numbered Agenda Items. Time will be set aside immediately following the special order agenda at regular meetings and as appropriate at special meetings for you to address numbered agenda items upon which the Board will vote. You may address as many agenda items as you wish during your three (3) minute period, other than items pertaining to employee or student discipline, or any other matter listed in Section 286.0114(3), F.S., such as ministerial acts or emergencies.
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 8/28/15

**SCHEDULED**

**RECOGNITION (ID # 6019)**

October 25, 2016

**TO:** MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

**SUBJECT:** Recognition of the Healthy Schools Program Award and Let's Move Program Award Recipients, Presented by Peggy Johns, Specialist, PK-12 Health Education

**BACKGROUND:**

Since 2006, Pinellas County Schools has continuously dedicated resources and worked with community partners to establish healthy school environments for all students within each of our schools. A primary component of this initiative has been schools' participation in the Alliance for a Healthier Generation's Healthy Schools Program---one of the nation's largest school-based childhood obesity prevention initiatives, reaching more than 20 million students.

Each year to celebrate the positive changes being made for children's health nationwide, the Alliance for a Healthier Generation recognizes schools that are achieving rigorous benchmarks in physical activity and healthy eating. A school receives the prestigious National Healthy Schools Award at the Bronze, Silver or Gold level based on schools' documented evidence on how the school achieved the Healthy Schools Program standards.

Of the nearly 35,000 schools across the nation that are enrolled in the Healthy Schools Program, only 328 schools earned this National Healthy Schools Award for the 2015-16 school year. Ten of these elite schools were from Florida. Even more impressive, six of those ten schools were from Pinellas County Schools. Since 2009, Pinellas has collectively earned thirty-one total awards from the Alliance for a Healthier Generation.

Another important national initiative promoting physical activity within schools is Michelle Obama's, Let's Move! Active Schools. Each Pinellas school that earned the National Healthy Schools Award also earned the National Recognition Award from Let's Move! Active Schools. In addition, one health-promoting Pinellas school earned the Let's Move! Active Schools Award independent of the Healthy Schools Program Award.

Tonight, we have a representative from the Alliance for a Healthier Generation, Megan Diehl, Healthy Schools and Communities Program Director, to present the dedicated creative staff that transformed their schools into healthier places for students.

**Let's Move! Active Schools Award**

- **Pinellas Park Middle School**
  - David Rosenberger, Principal
  - Deputy Robert Bauman, Horizontal Climbing Wall and Recess
  - Caroline Goff, Healthy Schools Team Leader
  - Dawn Clark, Fencing

- Myra Glenn, Cafeteria Manager

### **Healthy Schools Program Bronze Level Award and Let's Move! Active Schools Award**

- **Clearwater Fundamental Middle School**
  - Linda Burris, Principal
  - Bridget Bohnet, Teacher and Employee Wellness Coordinator
  - Linda Folts, Cafeteria Manager
- **Lynch Elementary School**
  - Cynthia Kidd, Principal
  - Melissa Russell, Teacher and Employee Wellness Champion
- **Pinellas Secondary School**
  - Darren Hammond, Principal
  - Etje Ramdohr- Assistant Principal
  - Gary Orr, Health and Physical Education Teacher

### **Healthy Schools Program Silver Level Award and Let's Move! Active Schools Award**

- **Tarpon Elementary School**
  - Art Steullet, Principal

### **Healthy Schools Program Gold Level Award and Let's Move! Active Schools Award**

- **Belcher Elementary School**
  - Lisa K. Roth, Principal
- **Curtis Fundamental Elementary School**
  - Pam Metz-Easley, Principal
  - Julie Woodka, Physical Education Teacher

STRATEGIC DIRECTION: Learning in a Safe Environment

SUBMITTED BY:

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

**SCHEDULED**

**RECOGNITION (ID # 6025)**

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October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Presentation of Nagano Exchange Teacher from Nagano, Japan, Presented by Pam Benton, Specialist, PreK-12 World Languages

**BACKGROUND:**

Clearwater, Florida has been a “sister city” with Nagano, Japan since 1959 when Mayor Kurashima of Nagano came to the United States. He was searching for a city with similar economic and community needs and wished to develop new friendships, ideas and business partnerships. The teacher exchange began in 1983, when Pinellas teachers committed to teaching for one academic year in Nagano. Currently, two Pinellas teachers spend one month in Nagano schools during the summer, and we host a Nagano teacher for one month each fall. The teacher and student exchanges have been the backbone of the Sister City Program.

This year, we are pleased to present Mr. Katsuyama from Nagano City, Nagano Prefecture, Japan. Mr. Katsuyama arrived in Pinellas County on October 16. He is residing with local residents and visiting and observing in K-12 classrooms until November 14.

Mr. Katsuyama is a junior high school English teacher in Japan. He enjoys mountain hiking and skiing. He was selected by the Nagano Board of Education to represent their school system this year. We are privileged to host Nagano teachers each year and to have the opportunity to select Pinellas teachers and students annually to visit Nagano during the summer months.

We would like to now offer Mr. Katsuyama the opportunity to address the Board.

**STRATEGIC DIRECTION:** Student Achievement

**SUBMITTED BY:**

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

**SCHEDULED**

**RECOGNITION (ID # 6016)**

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October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Introduction of Newly Appointed Administrators

The following individuals have been appointed to the positions listed below and will be introduced to the board. Background information is as follows:

**Jessica Clements, Principal, Sawgrass Lake Elementary School**

Jessica Clements began her employment in Pinellas County Schools in 2004. She served as a Classroom Teacher (2004-2006 and 2010-2011) and a Substitute Teacher (2006). Ms. Clements's educational background also includes serving as a Classroom Teacher (2005-2008), an Interim School Administrator (2008-2009), an Assistant Principal (2009-2010), and a Principal (2011-2014) for Charter Schools; and served as Principal, Lake Myrtle Elementary School for Pasco County Schools from 2015 until she was appointed to Principal, Sawgrass Lake Elementary School effective September 26, 2016.

Ms. Clements earned a bachelor's degree in Elementary Education from the University of South Florida and a master's degree in Educational Leadership from Nova Southeastern University.

**STRATEGIC DIRECTION:** Student Achievement

**SUBMITTED BY:**

Paula Texel, Assistant Superintendent, Human Resources Services

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6005)**

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Request Approval of Minutes: To Approve the Minutes of the Regular School Board Meeting of October 11, 2016

**ATTACHMENTS:**

- board meeting minutes 101116 (PDF)



# Pinellas County School Board

## Regular School Board Meeting

~ Minutes ~

301 Fourth Street SW  
Largo, FL 33770  
<https://www.pcsb.org>

Ann Simonetti

Tuesday, October 11, 2016

10:00 AM

School Administration Building

### I. Call to Order

The meeting was called to order at 10:00 a.m. at the School Board Administration Building, 301 Fourth Street SW, Largo, Florida.

Attendee Name	Title	Status	Arrived
Rene Flowers	Board Member	Present	
Ken Peluso	Board Member	Present	
Carol J. Cook	Board Member	Present	
Janet R. Clark	Board Member	Present	
Terry Krassner	Vice Chairman	Present	
Linda S. Lerner	Board Member	Present	
Peggy O' Shea	Chairperson	Present	
Michael A. Grego	Superintendent	Present	
David Koperski	Board Attorney	Present	
William Corbett	Deputy Superintendent	Present	
Kevin Smith	Associate Superintendent/Finance Business Services	Present	
Clinton Herbic	Associate Superintendent/Operations	Present	
Ann Simonetti	Administrative Assistant and Clerk to the Board	Present	

### II. Amendments to the Agenda

At this time, Dr. Grego requested the following amendment to the agenda:

Updated Consent Agenda Item # 2, pages 67-68, Request Approval of Personnel Recommendations (added 28A-28B), new co-teachers out-of-field.

Mrs. O'Shea stated that as board chair she found good cause to amend the agenda.

### III. Invocation: Pastor Bob Martin, St. Paul United Methodist Church, 1199 Highland Avenue, Largo, FL

Pastor Bob Martin delivered the Invocation.

### IV. Pledge of Allegiance

The Pledge of Allegiance followed the Invocation.

#### ***National Anthem***

The National Anthem was sung by Scott Bender, a student at Pinellas Park High School.

Attachment: board meeting minutes 101116 (6005 : Request Approval of Minutes)

**Video: Dads Take Your Child to School Day event features Tony Dungy**

The video highlighted Dads Take Your Child to School Day. The day is honored in schools throughout Florida, and our school district hosted an event with the Department of Education that featured Pro Football Hall of Fame Coach Tony Dungy. He is the national spokesperson for All Pro Dads and he brought his inspirational message to students and community members at an event held at Gibbs High School on September 28.

**V. Introduction of Professional and Community Organization Reps: Lisa M. Wolf, Public Information Officer**

Ms. Lisa Wolf, public information officer, introduced the following individuals: Nelly Henjes, PESPA; Cindy Ehrenzeller, PCCPTA; Maria Cantonis, Arts for a Complete Education; Delia Miller, League of Women Voters North Pinellas County; and, Colleen Wright, Tampa Bay Times.

**VI. Presentation by Student Rights and Responsibilities: Pinellas Park High School**

Ms. Lisa Wolf, public information officer, introduced Darko Cabo and Christina Piccione; student rights and responsibilities committee representatives from Pinellas Park High School. They addressed the Board to share information regarding programs and achievements taking place at their school.

**VII. Adoption of Agenda**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rene Flowers, Board Member
<b>SECONDER:</b>	Terry Krassner, Vice Chairman
<b>AYES:</b>	Flowers, Peluso, Cook, Clark, Krassner, Lerner, O' Shea

**VIII. Special Order Agenda****1. Presentation of Proclamation Recognizing Lights on Afterschool, Presented by Isabella Torbert, Title I Specialist**

Isabella Torbert shared the importance of after school programs and its positive impact on student achievement.

**Terry Krassner read the Proclamation aloud.**

**It was moved by Terry Krassner and seconded by Janet Clark, and carried with a 7-0 vote to approve the Proclamation Recognizing Lights on Afterschool on October 20, 2016.**

(Copy to be found in Supplemental Minute Book #166.)

**2. Recognition of National School Lunch Week, Presented by Lynn Geist, Director, Food Service**

Ms. Lynn Geist spoke about the benefits a nutritious lunch provides our student population including its impact on student achievement. Food Services provides 56,000 lunches a day.

**3. Presentation of Proclamation Recognizing School Bus Safety Week, Presented by Rick McBride, Director of Transportation**

Mr. Rick McBride spoke about the impact of providing safe transport to thousands of students who attend school. The district has 475 school bus drivers.

**Janet Clark read the Proclamation aloud.**

**It was moved by Terry Krassner , seconded by Rene Flowers, and carried with a 7-0 vote to approve the Proclamation Recognizing School Bus Safety Week on October 17-21, 2016.**

Ms. Flowers thanked the transportation department for the service they provide in transporting our students safely and building positive relationships with them.

(Copy to be found in Supplemental Minute Book #166.)

**4. Recognition of School Bus Drivers with Safe Driving Records, Presented by Rick McBride, Director of Transportation**

Mr. Rick McBride recognized twenty-one school bus drivers with fifteen or more years with a safe driving record. He shared that 30% of our 475 drivers have five or more years with a safe driving record.

The drivers were greeted and congratulated by the Board.

**5. Recognition of the 2016 Adele Graham Award Winner, Presented by Valerie Brimm, Ed.D., Director, Office of Strategic Partnerships**

Dr. Valerie Brimm acknowledged Ms. Michelle Roberge, who was recognized as the 2016 Adele Graham Award winner for her involvement in the district's community and business partnerships volunteer programs.

Ms. Roberge was greeted and congratulated by the Board.

**6. Introduction of Newly Appointed Administrators**

Dr. Grego introduced newly appointed administrators.

Heath C. Glandon- applications administrator

Julian CJ Johnson-unified communications systems operator

Samuel R. Whiteen -senior coordinator, evaluation (Title I0)

The administrators were greeted and congratulated by the Board.

## IX. Public Comments on Agenda Items

The following individual addressed the Board to offer their comments on specific agenda items:

-Mark Klutho

Consent Agenda Item # 6: Request Approval of Substantial Completion for Chiller Replacement as of August 1, 2016, at Bardmoor Elementary School, Project No. 9002

Consent Agenda Item # 7: Request Approval of Substantial Completion for Reroofing and Roof Coating as of September 8, 2016, at Morgan Fitzgerald Middle School, Project No. 9230

Mr. Klutho shared his viewpoint on building repairs and environmental issues.

## X. Unfinished Business

## XI. Consent

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Carol J. Cook, Board Member
<b>SECONDER:</b>	Janet R. Clark, Board Member
<b>AYES:</b>	Flowers, Peluso, Cook, Clark, Krassner, Lerner, O' Shea

- Request Approval of Minutes: To Approve the Minutes of the School Board Workshop of September 20, 2016; the Regular School Board Meeting of September 27, 2016; and, the School Board Leasing Corporation Meeting of September 27, 2016**

Approved as submitted

- Request Approval of Personnel Recommendations**

Approved as submitted

(Copy to be found in Supplemental Minute Book #166.)

- Request Approval of the Following Special Projects:**

Approved as follows:

A. Title I, Part D, Neglected and Delinquent Grant \$661,764.00

B. Agreement with Learning for Life \$89,000.00

(Copy to be found in Supplemental Minute Book #166.)

**4. Request Approval of the Health Agreement Between Pinellas Association of Retarded Children and the School Board of Pinellas County Regarding Clinical Training**

Approved as submitted

(Copy to be found in Supplemental Minute Book #166.)

**5. Request Renewal of the Interlocal Agreement between Pinellas County and the School Board of Pinellas County for the use of the Pinellas County Public Safety Radio System**

Approved as submitted

**6. Request Approval of Substantial Completion for Chiller Replacement as of August 1, 2016, at Bardmoor Elementary School, Project No. 9002**

Approved as submitted

(Copy to be found in Supplemental Minute Book #166.)

**7. Request Approval of Substantial Completion for Reroofing and Roof Coating as of September 8, 2016, at Morgan Fitzgerald Middle School, Project No. 9230**

Approved as submitted

(Copy to be found in Supplemental Minute Book #166.)

**8. Request Approval of a Vehicle Use Agreement to a Non-Profit Organization for a Period of one Year**

Approved as submitted

(Copy to be found in Supplemental Minute Book #166.)

**9. Request Approval of Selling the Districts Surplus Equipment on the Public Surplus.com Internet Auction Site**

Approved as submitted

**10. Request Approval to Recycle, Cannibalize, and/or Scrap Obsolete Fixed Assets**

Attachment: board meeting minutes 101116 (6005 : Request Approval of Minutes)

Approved as submitted

**11. Request Approval of Bids to Vendors at Prices in Bid Documents in Accordance with Bid Policies and Statutes**

Approved as submitted

(Copy to be found in Supplemental Minute Book #166.)

**XII. Nonconsent**

**XIII. New Business**

**A. Items Introduced by Superintendent**

Dr. Grego's report included the following:

1) He spoke about Hurricane Matthew and its impact on other counties such as Duval; schools are still closed there. The district put safety first and closed schools on Friday, October 7, due to the prediction of high winds that would make driving unsafe. There are enough instructional days on our calendar that a make-up day will not be required. He thanked Mr. Herbic and the maintenance department for their preparedness.

2) He said tomorrow, October 12, is a professional development day. Training and planning time are scheduled; there will be no school for students.

3) He said the community input session to discuss closing the achievement gap held at Largo High School on Tuesday, October 4th, was well attended. There were approximately 250 attendees comprised of parents, teachers, principals and community members. Additional meetings have been scheduled for Tuesday, October 18, 2016 at Boca Ciega High School; Tuesday, November 1, 2016, at Gibbs High School; and, Tuesday, November 15, 2016 at Tarpon Springs High School. The sessions will be from 6 to 7:30 p.m. Additional dates will be added.

4) He shared that Parent University is scheduled for Saturday, October 29, at Countryside High School. Another is scheduled in the spring at Gibbs High School on April 22, 2017. These are well attended events.

5) He spoke about the district's Family and Community Engagement initiatives. He called upon Dr. Valerie Brimm, director, office of strategic partnerships, to speak about it. She shared the work they are doing with Dr. Karen Mapp. Schools are developing engagement teams to work with parents. Home visits are being done to build relationships with families to further support student achievement. A Family Engagement Conference is scheduled for November 4 at the St. Petersburg Hilton Bayfront, 8 a.m.-3:30 p.m.

Mrs. O'Shea, Ms. Flowers, and Mrs. Lerner all shared their support of these initiatives and the importance of bringing everyone together to help students succeed.

6) He said the increase in participation in Parent Teacher Student Associations (PTSA) across the district is great news.

7) He shared that Dr. Solomon J. Lowery, the principal of Azalea Middle School, was one of 30 veterans awarded the Governor's Veterans Service Award for their service to Florida and the nation. He added that Lisa Turini, a seventh grade language arts teacher at Azalea Middle School, Patrick McMahon, a fifth grade teacher at Bear Creek Elementary School, and Marlene Johnson, an English teacher at Gibbs High School, received the Governor's Shine Award. These Pinellas teachers were among seven recent recipients of the award, which recognizes teachers and administrators who make significant contributions to the field of education.

8) He reminded everyone about the Pinellas Education Foundation's Halloween Hustle race at John's Pass in Madeira Beach, October 22. This is a fundraiser for Take Stock in Children. He encouraged everyone to come out and participate.

9) He reminded employees of the annual benefits enrollment period for 2017 is October 12 -25, 2016.

**B. Items Introduced by School Board Attorney**

Mr. Koperski stated that he had no report.

**C. Items Introduced by the Board**

Mrs. O'Shea-1) She stated on Friday, October 7, both she and Dr. Peluso attended an event at the University of South Florida that honored Dr. Grego with the University of South Florida College of Education Lifetime Achievement Alumni Award. She congratulated him. 2) She said Lakewood Elementary recently held a PTA meeting and 200 people attended. This is an example of improvements in engaging families and the community to work together.

Ms. Flowers-1) She also thanked Principal Johnnie Crawford at Lakewood Elementary. 2) She said that she and Judge Patrice Moore shared the honor of presenting Dr. Grego the PEMHS 2016 Pacesetter Award at the Coliseum. She said that Dr. Grego recently received numerous awards and she congratulated him. 3) She thanked Dr. Connie Kolosey, director, library, technology, instructional materials, and digital learning, who, in conjunction with our transportation department, sent a Reading Bus to a recent literacy event at Pinellas Technical College. Parents and children were happy to receive free books and asked when the Reading Bus would be returning. 4) She gave a shout-out to Ms. Paula Texel, assistant superintendent, human resources services, who recently assisted an applicant who had a misunderstanding about information to be reported on his application. Ms. Texel worked with him to clarify the misunderstanding and he was appreciative.

Mrs. Cook-1) She reminded board members that FSBA has set up a go-to-meeting to answer questions about their proposed legislative platform for 2017. It is scheduled for Friday, October 14, from 12 noon-1 p.m. 2) She said she serves on the Value Adjustment Board, and a member of the public serves on it at the recommendation of the school board. The term will expire in November and a reappointment is necessary. After some discussion, board members decided to talk about it at next Tuesday's workshop, October 18. Then the recommendation will be voted on at the next board meeting.

Mrs. Lerner- 1) She thanked Mrs. Cook for her service as the FSBA Legislative Chair. It is an important position because legislation directly impacts education. 2) She added her congratulations to Dr. Grego for his USF award. 3) She noted that the Pinellas Education Foundation Halloween Hustle is a 5k run/walk event and encouraged attendance.

**D. Review of Board Requests**

Dr. Corbett stated the following board requests:

1. The strategic communications department will develop a public service announcement reminding drivers to obey laws concerning school bus safety.
2. A formal invitation for the Family Engagement Conference scheduled for November 4, 2016.

**E. School Board Meeting Evaluation**

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

*Pluses:*

- positive shout-out to end meeting
- remembering PTA
- part of leadership sharing parent/community engagement

*Opportunities:*

**XIV. Adjournment**

There being no further business to be brought before the School Board, this meeting adjourned at 11:38 a.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent and Ex-Officio Secretary

**XV. Public Speakers**

Following the adjournment of the meeting, the following individuals presented their comments:

1. Lenore Faulkner

Ms. Faulkner shared her support of education excellence and her personal experience.

2. Mark Klutho

Mr. Klutho shared his viewpoint on the district's impact on environmental concerns.

Mrs. Lerner said she wanted to end the meeting with a comment about the positive direction of this district. She shared that since 2011, the black student graduation rate has increased 17.5% and this last year, Pinellas County Schools had the second highest graduation rate for black students of the seven largest districts in the state.

**The session ended at 11:45 a.m.**

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6018)**

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Request Approval of Personnel Recommendations

**ATTACHMENTS:**

- Oct 25 2016 FINAL HR Board Agenda Sets A-B (PDF)

Set A

MEMORANDUM

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Recommendation of Superintendent on Personnel – 2016/2017

The following personnel matters are submitted to you for your approval:	Page	
<a href="http://www.pcsb.org/Page/1660">Job Descriptions: http://www.pcsb.org/Page/1660</a>		
Administrative		
Leave of Absence	1	A
Return From Leave of Absence	1	A
Instructional		
Appointments of Probationary Contract	32	1-2
Appointments of Annual Contract	2	3
Transfers	9	3
Leaves of Absence	13	4
Return From Leave of Absence	5	4-5
Terminations		
Resignations	24	5-6
Retirements	5	6-7
Contracted Services	312	7-30
Contracted Services for the 2015-2016 School Year	27	30-33
Appointments of Part-Time Hourly	9	33
Appointments of Substitutes	9	34
Teaching Out-of-Field (Long-Term Substitutes)	8	34-35
Teaching Out-of-Field for Other Subject Areas	29	35-36
Teaching Out-of-Field for ESOL	27	37-38

AGE = Adult General Education  
 AVID = Advancement Via Individual Determination  
 ELA = English Language Acquisition  
 CASAS = Comprehensive Adult Student Assessment Systems  
 CPI = Crisis Prevention Institute  
 CTAE = Career, Technical, and Adult Education  
 DA = Differentiated Accountability  
 EIS = Educational Information System  
 ELP = Extended Learning Program  
 ESE = Exceptional Student Education  
 ESOL = English for Speakers of Other Languages  
 FDLRS = Florida Diagnostic and Learning Resources System  
 FSA = Florida Standards Assessment  
 HOSA = Health Occupations Students of America  
 IMAST = Interdisciplinary Math and Science with Technology  
 JROTC = Junior Reserve Officer Training Corps

MSAP = Middle School Achievement Program  
 MTSS = Multi-Tiered System of Support  
 NCLB = No Child Left Behind  
 PATHS = Promoting Alternative Thinking Strategies  
 PCS = Pinellas County Schools  
 PCCA = Pinellas County Center for the Arts  
 PD = Professional Development  
 PS/RTI = Problem Solving/Response to Instruction and Intervention  
 RTTT = Race-To-The-Top  
 SAT = Scholastic Assessment Test  
 SIM = Self Instructional Module  
 SIP = School Improvement Plan  
 SLC = Smaller Learning Communities  
 STIP = Summer Technology Institute Project  
 STEM = Science, Technology, Engineering, and Mathematics  
 VPK = Voluntary Pre K

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

RECOMMENDATION OF SUPERINTENDENT  
ON ADMINISTRATIVE PERSONNEL

2016/2017

October 25, 2016

LEAVE OF ABSENCE

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NAME	POSITION/COST CENTER	EFFECTIVE
Raspitzi, Stacey M	Assistant Principal Pinellas Central Elementary	09/22/16

RETURN FROM LEAVE OF ABSENCE

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NAME	POSITION/COST CENTER	EFFECTIVE
Miller, Kimberly M	Assistant Principal Safety Harbor Middle	10/03/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

RECOMMENDATION OF SUPERINTENDENT ON  
INSTRUCTIONAL PERSONNEL

October 25, 2016

2016/2017

APPOINTMENTS OF PROBATIONARY CONTRACT

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Basley, Elizabeth	Bauder Elementary	Elementary	10/03/16
Brandt, Tabitha A	Osceola Fundamental High	Physical Education	10/03/16
Brzycki, Kendall L	Palm Harbor Middle	Reading	10/05/16
Campbell, Kristin K	Melrose Elementary	Elementary	09/26/16
Crawford, Kenneth B	Midtown Academy	Elementary	09/28/16
England, Olga	Clearwater High	Emotional/Behavior Disorders	09/23/16
Fataraoh, Rekhaef	Midtown Academy	Business Education	10/03/16
Hendrix, Logan Z	Largo Middle	Social Studies	10/03/16
Henriques, Brooke A	Sandy Lane Elementary	Elementary	09/29/16
Hill, Precilla F	Gibbs High	Mathematics	09/23/16
James, April C	San Jose Elementary	Guidance	10/03/16
Keimig, Sara E	Communication Disorders	Speech/Language Pathologist	09/26/16
Lasher, Andrew S	Tyrone Middle	Technology Education	09/29/16
McDaniel, Evan C	Largo Middle	Mathematics	09/20/16
Merkle, David J	Gulf Beaches Elementary Magnet	Elementary	09/28/16
Morris, Liz P	Walsingham Elementary	Pre K Handicapped	09/21/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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APPOINTMENTS OF PROBATIONARY CONTRACT  
 (Continued)

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Ortiz, Georgette M	Belcher Elementary	Library Media/Technology Specialist	09/21/16
Reder, Barbara M	McMullen-Booth Elementary	Elementary	09/20/16
Richardson, Donna M	Tyrone Middle	Guidance	10/03/16
Rose, Lisa M	Communication Disorders	Deaf/Hard of Hearing	09/26/16
Rossiter, Tiffany M	Communication Disorders	Speech/Language Pathologist	10/03/16
Rougier, Niki J	Midtown Academy	Physical Education	09/20/16
Samuels, Nicholas X	Lealman Innovation Academy	Behavior Specialist	09/27/16
Shaw, Jarred D	Pinellas Park Middle	Social Studies	09/20/16
Sheppard, Tavika S	Communication Disorders	Speech/Language Pathologist	10/10/16
Spelman, Charles T	Calvin Hunsinger	Behavior Specialist	10/03/16
Stewart, Kym A	Clearwater Intermediate	Reading	09/20/16
Stirpe, Peter J	Sexton Elementary	Kindergarten	09/19/16
Van de Putte, Jahn M	Seminole High	Autism Spectrum Disorder	09/26/16
Wallis, Nicole P	Orange Grove Elementary	Elementary	10/03/16
Wiggs, Kimberly V	Lealman Innovation Academy	Varying Exceptionalities	09/26/16
Woodberry, Veronica E	Educational Alternative Services	Alternative Education	09/26/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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APPOINTMENTS OF ANNUAL CONTRACT

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Lacina, Shannon M	Oakhurst Elementary	Elementary	08/01/16
Stenstrom, Sharon D	Lealman Innovation Academy	Varying Exceptionalities	08/01/16

TRANSFERS

NAME	FROM COST CENTER	TO COST CENTER	EFFECTIVE
Broadwater, Karen S	Garrison-Jones Elementary	Sunset Hills Elementary	09/21/16
Burkhart, Elizabeth A	Mount Vernon Elementary	Lealman Avenue Elementary	10/05/16
Diaz, Brandon M	Northeast Community	Pinellas Technical College St Petersburg	09/22/16
Geary, Debra L	Sexton Elementary	Dunedin Elementary	10/05/16
Givins, Anthony A	Seminole High	Maximo Elementary	09/23/16
Haynie, Milindy J	San Jose Elementary	Dunedin Elementary	08/31/16
Hendrickson, Kelly A	Forest Lakes Elementary	Communication Disorders	09/26/16
Hinkley, Diana L	Nina Harris ESE Center	Communication Disorders	09/16/16
Owens, Amy S	Elementary Language Arts and Reading	Lakewood Elementary	08/01/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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## LEAVES OF ABSENCE

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Beers, Melissa L	Palm Harbor Middle	Language Arts	09/08/16
Delaportas, Louisa	Sunset Hills Elementary	Elementary	08/22/16
Dority, Jessica M	Orange Grove Elementary	Elementary	09/19/16
Ekern, Jordan E	Tarpon Springs Middle	Science	09/20/16
Folven, Nicole O	San Jose Elementary	Elementary	09/21/16
Hendry, Rudene B	Seventy-Fourth Street Elementary	Kindergarten	08/15/16
Long, Eileen M	Clearwater Intermediate	Science	10/21/16
Malick, Lisa K	Dixie Hollins High	Language Arts	09/21/16
McComis, Karin	Bay Point Middle	Language Arts	08/01/16
Moore, Kelly T	Psychological Services	Psychologist	09/29/16
Parker, Amanda E	Seventy-Fourth Street Elementary	Elementary	09/19/16
Thomas, Rachel M	Oak Grove Middle	Guidance	09/19/16
Woodward, Judith A	Pinellas Central Elementary	Art	09/23/16

## RETURN FROM LEAVE OF ABSENCE

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Chiello, Victoria	Walsingham Elementary	Varying Exceptionalities	10/03/16
Krnjeu, Danya M	Tarpon Springs Elementary	Elementary	09/23/16
McKenna, Nicole D	Largo High	Language Arts	09/26/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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### RETURN FROM LEAVE OF ABSENCE

(Continued)

NAME	COST CENTER	GRADE/SUBJECT	EFFECTIVE
Saunders, Chawnda L	Frontier Elementary	Varying Exceptionalities	09/26/16
Winsey, Kelsey J	Dixie Hollins High	Independent Varying Exceptionalities	09/26/16

### TERMINATIONS

NAME	COST CENTER	EFFECTIVE
<u>Resignations</u>		
Akintonde, James	Lealman Innovation Academy	10/14/16
Banning, Wendy G	Palm Harbor Middle	09/26/16
Crowe, Rhiannon M	Anona Elementary	09/22/16
Culp, James E	Fitzgerald Middle	09/14/16
Dziubinski, Jill E	Pinellas Park Middle	09/30/16
Erwin, Lacey S	Gulfport Elementary	10/07/16
Funk, Amanda J	Teacher on Special Assignment	10/03/16
Gartland, Keri	School Leadership	10/07/16
Hampton, Sarah K	Palm Harbor Middle	10/04/16
Hobert, Jason A	Clearwater Intermediate	09/16/16
Knight, Walton	Northeast High	09/19/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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TERMINATIONS  
 (Continued)

NAME	COST CENTER	EFFECTIVE
<u>Resignations</u> (Continued)		
Loduca, Francis A	Dunedin Highland Middle	09/30/16
Marinello, Gina M	Melrose Elementary	09/16/16
Marquez-Sterling, Maria T	Gulfport Elementary	10/10/16
Oakes, Elvira C	Pinellas Technical College Clearwater	10/06/16
Peanick, Allyssa R	Dunedin Highland Middle	09/30/16
Perry, John M	Lealman Innovation Academy	09/29/16
Phillips, Latoya C	Maximo Elementary	10/03/16
Pissanos, Dimitra M	East Lake High	09/30/16
Ruth, Debra A	Tarpon Springs Middle	09/30/16
Sarvis, Kristina M	Safety Harbor Elementary	10/14/16
Valentino, Amy L	Garrison-Jones Elementary	09/21/16
Vaultonburg, Emily M	Maximo Elementary	09/30/16
Williams, Rosemary V	James B Sanderlin PK-8	09/22/16
<u>Retirements</u>		
Bryant, Charolette A	Midtown Academy	10/03/16
Cantore, Michael E	Lakewood Community	10/03/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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TERMINATIONS  
 (Continued)

NAME	COST CENTER	EFFECTIVE
<u>Retirements</u> (Continued)		
Eames, Richard J	Largo Middle	09/16/16
Eisinga, Allison	Osceola Middle	10/03/16
Wittkamper, Deidre D	Melrose Elementary	09/21/16

PAYMENT TO CONTRACTED SERVICES EMPLOYEES

**Funding Source: District Operating Funds**

***ADVANCED STUDIES/ACADEMIC EXCELLENCE***

AVID college co-op tutor

Cousino, Tyler J	09/19/16 - 12/08/16	\$4,200.00
Dolan, Haley M	09/19/16 - 12/08/16	\$4,200.00
Emmons, Jessica R	09/19/16 - 12/08/16	\$4,200.00
Garofalo, Rachel	09/19/16 - 12/08/16	\$4,200.00
Jenkins, Kaelyn M	09/19/16 - 12/08/16	\$4,200.00
Kahl, Haylee R	09/19/16 - 12/08/16	\$4,200.00
Malizia, Danielle N	09/19/16 - 12/08/16	\$4,200.00
Perez Bencomo, Marcos A	09/06/16 - 12/08/16	\$4,200.00
Pittman, Chelsea	09/19/16 - 12/08/16	\$4,200.00
Shirley, Antwan L	09/19/16 - 12/08/16	\$4,200.00
Soltau, Cameron	09/19/16 - 12/08/16	\$4,200.00
Vega, Norma S	09/19/16 - 12/08/16	\$4,200.00

***EARLY CHILDHOOD EDUCATION***

Planning and presenting multiple sessions of workshops

Hobbs, Carybeth	07/01/16 - 06/30/17	\$1,800.00
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Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: District Operating Funds**

***EARLY CHILDHOOD EDUCATION (continued)***

Writing curriculum in mathematics, reading, and writing for  
 Kindergarten; training new teachers with Experience  
 Pinellas

Kittrell, Melissa R	07/01/16 - 06/30/17	\$3,000.00
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Planning agenda and materials and presenting multiple  
 sessions of workshops

Neugebauer, Francine C	07/01/16 - 06/30/17	\$600.00
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***ELEMENTARY LANGUAGE ARTS AND READING***

Creating curriculum for the Transformation Zone schools

Cangemi, Karen S	07/01/16 - 07/30/16	\$400.00
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Facilitating, planning, and training for Embrace Pinellas

Cottle, Lori R	07/01/16 - 07/30/16	\$60.00
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Manzi, Melissa A	07/01/16 - 07/30/16	\$300.00
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Planning and training Professional Development

Foley, Katherine M	07/01/16 - 07/30/16	\$400.00
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Writing curriculum/modules, module training, and various  
 professional development

Gallagher, Michelle L	07/01/16 - 06/30/17	\$1,600.00
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Mont, Christine E	07/01/16 - 06/30/17	\$2,000.00
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Owens, Amy S	07/01/16 - 12/30/16	\$600.00
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Osborne, Marian G	10/01/16 - 05/27/17	\$150.00
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Amend - increased hours 7.5

Module revision

Hosford, Mary	07/01/16 - 12/30/16	\$600.00
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Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: District Operating Funds (Continued)**

***EARLY CHILDHOOD EDUCATION (Continued)***

Creating instructional Focus calendars and curriculum for  
 K-5 in the Transformation Zone schools

Katz, Laura C	07/01/16 - 07/23/16	\$400.00
Marshall, Cindi L	07/01/16 - 07/30/16	\$400.00

Planning and training professional development

Panapolis, Meegan T	07/01/16 - 07/30/16	\$400.00
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Writing assessment guide and creating professional  
 development

Porter, Diana L	07/01/16 - 06/30/17	\$2,000.00
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Writing Curriculum for Transformation Zone Schools

Rose, Christine K	07/01/16 - 07/30/16	\$400.00
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***EXCEPTIONAL STUDENT EDUCATION***

Providing Professional Development for ESE compliance;  
 ESE Manual for Professionals, Quality IEP, Matrix, and  
 Accommodations

Friedman, Diane L	07/18/16 - 07/28/16	\$960.00
Helton-Boza, Debra A	07/18/16 - 07/28/16	\$960.00

***FACILITIES AND OPERATIONS***

Writing manuals and creating templates for events for  
 Operational Services

Abbot, Angela L	07/05/16 - 06/30/17	\$1,737.27
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Developing data tracking in Microsoft Project Manager for  
 Operational Services

Canavan, Amy L	07/05/16 - 06/30/17	\$2,229.80
Nack, Jeffrey P	07/05/16 - 06/30/17	\$2,290.00

Designing plans for landscape design

Gates, Brianne L	07/01/16 - 06/30/17	\$2,500.00
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES

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(Continued)

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**Funding Source: District Operating Funds (Continued)**

***FAMILY AND CONSUMER SCIENCES***

Proctor exams

Hamstra, Janet L	07/05/16 - 06/30/17	\$2,400.00
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***FINANCIAL AID/ADMISSIONS ADVISORY***

Follow-up training for new counselors

Leech, Melissa K	09/26/16 - 11/28/16	\$160.00
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Lofstedt, Vanessa L	09/15/16 - 01/12/17	\$160.00
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Wassermann, Jamie L	09/26/16 - 11/28/16	\$160.00
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***GIFTED AND ABLE LEARNERS***

Mapping curriculum

Daily, Suzanne B	07/01/16 - 06/30/17	\$500.00
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Soto, Jessica L	07/01/16 - 06/30/17	\$500.00
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Facilitating online Gifted endorsement courses

Ray, Christina A	08/01/16 - 6/30/17	\$14,400.00
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***HIGH SCHOOL LANGUAGE ARTS AND READING***

Facilitating online Reading endorsement courses

Anderson, Jennifer E	07/01/16 - 06/30/17	\$5,000.00
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Writing curriculum for new text English IV FL College Prep

Brown, Dolphine A	07/06/16 - 07/24/16	\$100.00
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Training the facilitators for literacy coaching during the  
 planning workshop for districtwide training

Erickson, Edward R	07/01/16 - 07/30/16	\$400.00
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Reviewing curriculum for professional development

Freed, Cynthia	07/21/16 - 08/30/16	\$400.00
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES

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(Continued)

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**Funding Source: District Operating Funds (Continued)**

***HIGH SCHOOL LANGUAGE ARTS AND READING (Continued)***

Providing professional development on Marzano indicators  
 for English, Language Arts, and Reading

Autrey, Rachel M	08/03/16 - 05/26/17	\$160.00
Christie, Deborah H	08/03/16 - 05/26/17	\$240.00
Eisinga, Allison	08/03/16 - 06/01/17	\$160.00
Godwin, Chiquita Y	08/03/16 - 05/26/17	\$240.00
Green, Bernadette M	08/01/16 - 06/01/17	\$240.00
Harazin, Nicole E	08/03/16 - 05/26/17	\$240.00
Helbling, Brenda L	08/03/16 - 05/26/17	\$160.00
Howell, Bridget M	08/03/16 - 05/26/17	\$240.00
Johnson, Cynthia B	08/03/16 - 05/26/17	\$240.00
Johnson, Shannon M	08/03/16 - 05/26/17	\$240.00
Landstrom, Adella	08/03/16 - 05/26/17	\$1,200.00
Matvey, Karen H	08/03/16 - 05/26/17	\$400.00
Mc Cullough, Sara E	08/01/16 - 12/31/16	\$1,200.00
Mc Curtain, Rachel H	08/03/16 - 05/26/17	\$240.00
McCollum, Victoria E	08/03/16 - 05/26/17	\$240.00
Moseley, Britt E	08/03/16 - 05/26/17	\$400.00
Nation, Desrine	08/03/16 - 05/26/17	\$6,000.00
Nation, Desrine	08/03/16 - 05/26/17	\$240.00
Quiroz, Aleece J	07/21/16 - 05/26/17	\$400.00
Ramos-Gonzalez, Cynthia	08/01/16 - 05/26/17	\$240.00
Reed, Natasha L	07/01/16 - 06/30/17	\$1,200.00
Reed, Natasha L	08/03/16 - 05/26/17	\$240.00
Smith, Darlene Y	08/03/16 - 05/26/17	\$240.00
Spang, Kristen N	08/03/16 - 05/26/17	\$1,200.00
Wolford, Nora K	08/03/16 - 05/26/17	\$240.00
Williamson, Sarah E	08/03/16 - 05/28/17	\$240.00

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES

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(Continued)

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**Funding Source: District Operating Funds (Continued)**

***HIGH SCHOOL LANGUAGE ARTS AND READING (Continued)***

Professional Development for Turnitin.com

Freed, Cynthia	07/01/16 - 05/26/17	\$2,000.00
Lyons, Melissa	07/21/16 - 05/26/17	\$400.00

Writing curriculum for professional development

Freed, Cynthia	07/01/16 - 07/31/16	\$400.00
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Facilitating online Reading endorsement courses

Green, Bernadette M	07/01/16 - 06/30/17	\$5,000.00
Howell, Bridget M	08/03/16 - 05/28/17	\$7,200.00

Facilitating professional development for Just-In-Time trainings

Johnson, Shannon M	07/01/16 - 08/30/16	\$240.00
Landstrom, Adella	07/20/16 - 08/31/16	\$800.00

Writing curriculum for reading

Landstrom, Adella	07/27/16 - 08/30/16	\$400.00
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Presenting Model and ACT workshop for summer professional development training

Landstrom, Adella	07/01/16 - 07/30/16	\$500.00
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Facilitating practicum online reading endorsement courses

Matvey, Karen H	07/01/16 - 06/30/17	\$6,000.00
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Writing curriculum for professional development

Mc Curtain, Rachel H	007/01/16 - 07/31/16	\$400.00
Moseley, Britt E	07/01/16 - 07/31/16	\$400.00
Weaver, Andrea T	07/01/16 - 07/31/16	\$400.00

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: District Operating Funds (Continued)**

***HIGH SCHOOL LANGUAGE ARTS AND READING (Continued)***

Writing professional development in reading		
Mc Curtain, Rachel H	07/01/16 - 08/31/16	\$240.00
Training the facilitators for literacy coaching during the planning workshop for districtwide training		
Moseley, Britt E	07/01/16 - 07/30/16	\$400.00
Reed, Natasha L	07/01/16 - 07/30/16	\$400.00
Designing lesson plans and aligning curriculum materials to the new standards		
Murphy, Heather	07/01/16 - 07/30/16	\$240.00
Facilitating professional development for reading teachers		
Murphy, Heather	07/01/16 - 07/30/16	\$120.00
Obartuck, Heather L	07/01/16 - 06/30/17	\$7,200.00
Evaluating and providing feedback on the work submitted via the online courses		
Pearson, Kimberly M	07/01/16 - 06/30/17	\$7,200.00
Professional Development for Turnitin.com Facilitating online reading endorsement courses through Beacon Online Educator and eLearning Center		
Reed, Natasha L	07/01/16 - 06/30/17	\$5,000.00

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: District Operating Funds (Continued)**

***K-12 GUIDANCE***

Administrative duties of program director

Pecci, Jayme L	08/02/16 - 05/23/17	\$3,549.00
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***K-12 STEM***

Developing/revising STEM curriculum; facilitating STEM family nights and professional development aligned to the district initiatives

Winsor, Laurie A	08/08/16 - 06/10/17	\$1,500.00
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***MIDDLE SCHOOL LANGUAGE ARTS AND READING***

Writing curriculum and professional development

Triplett, Shannicka (2 contracts)	07/05/16 – 05/26/17	\$2,400.00
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***PRE K-12 HEALTH EDUCATION***

Writing Health Education curriculum

Weller, Herbert L	07/01/16 - 07/30/16	\$400.00
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***PRE K-12 PERFORMING ARTS***

Supporting teacher as an expert in field Strings Specialist

BANKS, KENDRA J	09/09/16 - 12/09/16	\$5,010.00
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***PRE K-12 SOCIAL STUDIES***

Developing and delivering Social Studies professional development aligned to the Next Generation Sunshine State Standards and districtwide Social Studies initiatives

Newman, Tracy B	08/01/16 - 12/31/16	\$840.00
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Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: District Operating Funds (Continued)**

***PRE K-12 SOCIAL STUDIES (Continued)***

Developing and delivering Social Studies professional development aligned to the Next Generation Sunshine State Standards and districtwide Social Studies initiatives

Slone, Cassandra L	08/01/16 - 12/31/16	\$480.00
Webb, Jessica O	08/01/16 - 12/31/16	\$840.00

***PRE K-12 VISUAL ARTS***

Writing curriculum for Visual Arts

Giovagnoli, Nicole M	07/20/16 - 07/30/16	\$240.00
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***PRE K-12 WORLD LANGUAGES***

Curriculum training and planning

Delphonse, Theresa A	07/01/16 - 06/30/17	\$960.00
Hlavacka, Vanessa R	07/01/16 - 06/30/17	\$960.00
Ricalde, Marlene G	07/01/16 - 06/30/17	\$960.00
Rickett, Brittany A	07/01/16 - 06/30/17	\$960.00

***PROFESSIONAL DEVELOPMENT***

Mentoring new teachers in the Transition-To-Teaching program

Mara, Edward P	09/23/16 - 06/30/17	\$12,000.00
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***RISK MANAGEMENT AND INSURANCE***

Assisting with Wellness Champions program and implementation of Vitality program through Humana

Handley, Dawn E	07/01/16 - 06/30/17	\$39,077.50
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***STUDENT ASSIGNMENT***

Assisting Student Assignment in opening school tasks related to new student registration

Damsky, Linda S	08/01/16 - 08/11/16	\$1,340.00
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Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: District Operating Funds (Continued)**

***STUDENT ASSIGNMENT (Continued)***

Assisting Student Assignment in opening school tasks  
 related to new student registration (Continued)

Davey, Patricia S	08/01/16 - 08/11/16	\$1,080.00
Dennison, Marlyn H	08/01/16 - 08/11/16	\$1,080.00
DiCicco, Cheryl	07/28/16 - 08/17/16	\$2,000.00
Grove, Audrey J	08/01/16 - 08/11/16	\$1,250.00
Leasure, Brenda	08/01/16 - 08/11/16	\$1,080.00
Lulek, Angeline	08/01/16 - 08/11/16	\$1,200.00
O'Connor, Alice M	08/01/16 - 08/11/16	\$1,080.00
Potjunas, Coletta C	08/01/16 - 08/11/16	\$1,245.00
Root, Edna M	08/01/16 - 08/11/16	\$1,315.00

***STUDENT SERVICES***

Presenting Youth Mental Health First Aid training

Brown, Shinique L	07/01/16 - 06/30/17	\$3,000.00
Chancey, Ashley M	07/01/16 - 06/30/17	\$3,000.00
Comegys, Janine W	07/01/16 - 06/30/17	\$3,000.00
Kessler, Marissa L	07/01/16 - 06/30/17	\$3,000.00
Knight-Martin, Mary E	07/01/16 - 06/30/17	\$3,000.00
Koller, Vicki Maria	07/01/16 - 06/30/17	\$4,000.00
Lotti, Jennifer B	07/01/16 - 06/30/17	\$3,000.00
Mazur, Jennifer M	07/01/16 - 06/30/17	\$3,000.00
McEachern-Pleasant, Wanda A	07/01/16 - 06/30/17	\$3,000.00
Quioco, Monica C	07/01/16 - 06/30/17	\$3,000.00
Smith, Anan A	07/01/16 - 06/30/17	\$3,000.00
Spencer, Rebecca A	07/01/16 - 06/30/17	\$3,000.00
Tichenor, David E	07/01/16 - 06/30/17	\$3,000.00
Youngerman, Marcia E	07/01/16 - 06/30/17	\$3,000.00

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: District Operating Funds (Continued)**

***STUDENT SERVICES (Continued)***

Presenting for Trauma Informed Care training

Jadlowski, Janice M	07/11/16 - 06/30/17	\$1,000.00
Spencer, Rebecca A	07/01/16 - 06/30/17	\$1,000.00

Presenting for PREPARE crisis training

Koller, Vicki M	07/01/16 - 06/30/17	\$4,000.00
Makowski, Thomas J	07/01/16 - 06/30/17	\$3,000.00
Smith Hart, Mary E	07/01/16 - 06/30/17	\$3,000.00
Whitlow, Mary A	07/01/16 - 06/30/17	\$3,000.00

**Funding Source: Federal Funds**

***6-8 MATH***

Creating and facilitating teachers of Intensive Mathematics trainings

Roberts, Kathia K	07/01/16 - 08/01/16	\$960.00
Wilson, James L	07/01/16 - 08/01/16	\$960.00

Preparing and presenting the Instructional Practices Trainings

Roberts, Kathia K	08/23/16 - 04/17/17	\$1,200.00
Zimet, Jeanne (2 Contracts)	08/23/16 - 04/17/17	\$1,680.00

***BAYSIDE HIGH***

Planning, developing and analyzing data for SIP

Palmer, Stephanie M	08/22/16 - 06/30/17	\$2,000.00
Peck, Kirsten L	08/22/16 - 06/30/17	\$200.00
Sanferraro, Erika L	08/22/16 - 06/30/17	\$400.00
Watson, Scott	09/06/16 - 06/30/17	\$200.00

***CALVIN HUNSINGER***

Facilitating Connect for Success training sessions; school liaison duties and responsibilities

Canning, Mary E	08/10/16 - 05/25/17	\$500.00
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: Federal Funds (continued)**

***ELEMENTARY SCIENCE***

Developing, planning, and facilitating trainings and curriculum for elementary science aligned to science initiatives and the District Strategic Plan

Hite, James D	08/01/16 - 08/31/16	\$560.00
Nash, Rebecca L	07/01/16 - 07/31/16	\$480.00
Nash, Rebecca L	08/01/16 - 08/30/16	\$480.00
Plumery, Ann M	08/01/16 - 08/30/16	\$400.00

***EXCEPTIONAL STUDENT EDUCATION***

Check and connect trainer

Moore, Kristina J	07/27/16 - 07/28/16	\$640.00
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***FDLRS GULFCOAST ASSOCIATION CENTER***

Providing assistance, support, and facilitating membership on district and state committees for parents of exceptional students

Massimo, Martha A	07/01/16 - 06/30/17	\$22,125.90
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Facilitating duties outlined in the PDA letter of agreement; instruction in mathematics; planning and delivering face-to-face or virtual class sessions

Packard, Krystal M	09/14/16 - 12/07/16	\$600.00
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***FRONTIER ELEMENTARY***

Creating assessments to support SIP

Angles, Tina M	09/01/16 - 12/12/16	\$600.00
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Providing professional development training in mathematics to staff using Marzano strategies

Fair, Jennifer C	08/18/16 - 05/28/17	\$800.00
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: Federal Funds (continued)**

***FRONTIER ELEMENTARY (continued)***

Providing professional development training to staff in areas of literacy, formative assessment, and Marzano strategies

Hudson, Dolores H	08/18/16 - 005/28/17	\$800.00
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Creating assessments to support SIP

Karimi, Susan L	09/01/16 - 12/12/16	\$600.00
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Murphy, Elizabeth M	09/01/16 - 12/12/16	\$600.00
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Plialis, Fannula	09/01/16 - 12/12/16	\$600.00
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Richards, Jenna B	09/01/16 - 12/12/16	\$600.00
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Shotwell, Jacquelyn B	09/01/16 - 12/12/16	\$600.00
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Shuman, Jennifer	09/01/16 - 12/12/16	\$600.00
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Title I Audit Box duties and responsibilities

Steele, Denise L	08/10/16 - 05/25/17	\$1,000.00
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***FUGUITT ELEMENTARY***

Title I Audit Box duties and responsibilities

Harrison, Bobbi V	08/10/16 - 05/25/17	\$1,000.00
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***GULFPORT ELEMENTARY***

Title I Audit Box duties and responsibilities

Bushery, Jesstina S	08/01/16 - 06/30/17	\$1,000.00
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Facilitating Connect for Success training sessions; school liaison duties and responsibilities

Kopnitsky, Kimberly E	08/02/16 - 06/25/17	\$2,000.00
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***HIGH POINT ELEMENTARY***

Title I Audit Box duties and responsibilities

Tsambis, Anna D	08/10/16 - 05/25/17	\$1,500.00
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: Federal Funds (continued)**

***JOHN HOPKINS MIDDLE***

Facilitating IB unit planner

Garner, Ayesha Y	07/27/16 - 07/28/16	\$360.00
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***KINGS HIGHWAY ELEMENTARY MAGNET SCHOOL***

Facilitating Connect for Success training sessions; school  
liaison duties and responsibilities

Brown, Jerilyn A	08/10/16 - 05/25/17	\$1,000.00
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Title I Audit Box duties and responsibilities

Howdeshell-Oij, Heather L	09/02/16 - 05/25/17	\$1,000.00
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Writing standards-based Curriculum, FSA type of  
assessments, and project based learning units, that match  
the level of rigor of the progression of learning scales

Amico, Theresa S	09/02/16 - 05/25/17	\$1,200.00
Apfelbaum, Liliana B	09/02/16 - 05/25/17	\$800.00
Berk, Vicki H	09/02/16 - 05/25/17	\$800.00
Boreman, Erin E	09/02/16 - 05/25/17	\$1,000.00
Brook, Deborah S	09/02/16 - 05/25/17	\$1,200.00
Brown, Jerilyn A	09/02/16 - 05/25/17	\$1,200.00
Catlin, Jessica K	09/02/16 - 05/25/17	\$1,000.00
Coleman, Romney MV	09/02/16 - 05/25/17	\$400.00
Cross, Catherine C	09/02/16 - 05/25/17	\$1,000.00
Davenport, Michelle I	09/02/16 - 05/25/17	\$1,200.00
Doleshal, Pamela A	09/02/16 - 05/25/17	\$800.00
Gainey, Jaukena L	09/02/16 - 05/25/17	\$1,200.00
Harrison, Susan D	09/02/16 - 05/25/17	\$1,200.00
Howdeshell-Oij, Heather L	09/02/16 - 05/25/17	\$1,000.00
Humbert, Katrina N	09/02/16 - 05/25/17	\$1,200.00
Keller, Christa M	09/02/16 - 05/25/17	\$1,000.00
Lilley, Andrea J	09/02/16 - 05/25/17	\$1,000.00
Rice, Debbie A	09/02/16 - 05/25/17	\$1,000.00
Riek, Shannon E	09/02/16 - 05/25/17	\$1,000.00

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: Federal Funds (continued)**

***KINGS HIGHWAY ELEMENTARY MAGNET SCHOOL (Continued)***

Writing standards based curriculum, FSA type of assessments, and project based learning units, that match the level of rigor of the progression of learning scales (Continued)

Salerno, Susan A	09/02/16 - 05/25/17	\$1,200.00
Sexton, Carrie L	09/02/16 - 05/25/17	\$1,000.00
Thorington, Deidre A	09/02/16 - 05/25/17	\$1,000.00
Willis, Jennifer R	09/02/16 - 05/25/17	\$1,200.00

***LAKESWOOD ELEMENTARY***

Planning, analyzing data, and developing SIP for Transformation Zone schools

Tucker, Wayne T	07/01/16 - 7/29/16	\$3,020.00
Malone, Denise M (2 contracts)	07/01/16 - 7/29/16	\$3,820.00

Title I Audit Box duties and responsibilities

Malone, Denise M	08/10/16 - 05/25/17	\$200.00
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Facilitating professional development, planning, and analyzing data for mathematics compliance

Tucker, Wayne T	08/25/16 - 06/30/17	\$26,180.00
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***LARGO MIDDLE***

Title I Audit Box duties and responsibilities

Amato, Sherri A	08/10/16 - 05/25/17	\$600.00
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Developing curriculum for common assessment and data analysis; PLC (Professional Learning Community)

Barth, James B	07/01/16 - 06/01/17	\$300.00
Bayes, Kelly L	07/01/16 - 06/01/17	\$300.00
Carmichael, Barbara	07/01/16 - 06/01/17	\$300.00
McCollum, Victoria E	07/01/16 - 06/01/17	\$300.00
Meitz, Sarah C	07/01/16 - 06/01/17	\$300.00
Mohoff, Christine H	07/01/16 - 06/01/17	\$300.00

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: Federal Funds (continued)**

***LARGO MIDDLE (Continued)***

Developing curriculum for common assessment and data analysis; PLC (Professional Learning Community) (continued)

Szilage, Tiffani A	07/01/16 - 06/01/17	\$300.00
Williams, Andrea L	07/01/16 - 06/01/17	\$300.00

***LEALMAN AVENUE ELEMENTARY***

Facilitating Connect for Success training sessions; school liaison duties and responsibilities

Christensen, Natalie B	08/10/16 - 05/25/17	\$2,000.00
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***LEALMAN INNOVATION ACADEMY***

Title I Audit Box duties and responsibilities

Rohrig, April J	08/10/16 - 06/29/17	\$1,000.00
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Writing SIP; data review and disaggregation; identifying and planning strategies and processes to increase learner achievement

Conaway, Lorena L	07/18/16 - 07/31/16	\$900.00
Infanzon, Jaclyn L	07/20/16 - 07/21/16	\$300.00
Rohrig, April J	07/21/16 - 07/22/16	\$150.00
Samuels, Nicholas X	07/18/16 - 07/29/16	\$900.00
Samuels, Shashondalyn S	07/20/16 - 07/21/16	\$300.00
Thomas, Celeste H	07/20/16 - 07/21/16	\$300.00

***MARJORIE KINNAN RAWLINGS ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Oester, Jacqueline L	08/10/16 - 05/25/17	\$2,500.00
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Title I Audit Box duties and responsibilities

Oester, Jacqueline L	08/10/16 - 05/25/17	\$800.00
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***MELROSE ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Carter, Tessia D	08/10/16 - 05/25/17	\$1,500.00
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Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: Federal Funds (continued)**

***MELROSE ELEMENTARY (Continued)***

Administrator facilitating master schedule, discipline plan,  
 and coordinating leadership meeting preparing for  
 schoolwide readiness.

Dixon, Nikishia A	07/05/16 - 07/29/16	\$1,500.00
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***MILDRED HELMS ELEMENTARY***

Title I Audit Box duties and responsibilities

Khoury, Barbara L	07/05/16 - 06/30/17	\$1,000.00
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***NEW HEIGHTS ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Heater, Kendra B	08/10/16 - 05/25/17	\$3,000.00
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***NORTH SHORE ELEMENTARY***

Title I Audit Box duties and responsibilities

Brommelsick, Michelle L	08/10/16 - 05/25/17	\$1,300.00
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***NORTHWEST ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Link, Alison R	08/10/16 - 05/25/17	\$2,500.00
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***SAWGRASS LAKE ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Lewis, Ann R	08/01/16 - 05/26/17	\$2,000.00
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***SEVENTY-FOURTH STREET ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Shirk, Suzanne M	08/01/16 - 05/26/17	\$2,000.00
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Title I Audit Box duties and responsibilities

Walsh, Kira C	08/10/16 - 05/25/17	\$1,000.00
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Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: Federal Funds (continued)**

***SEXTON ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Kelley, Bonnie S	08/01/16 - 05/26/17	\$2,000.00
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***SKYCREST ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Ryckman, Susanne A	08/01/16 - 05/26/17	\$3,000.00
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***SKYVIEW ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Bradwell, Thomas J	08/01/16 - 05/26/17	\$3,000.00
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***SOUTHERN OAK ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Otto, Julie M	08/01/16 - 05/26/17	\$2,500.00
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***STARKEY ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Miccichi, Kimberly L	08/01/16 - 05/26/17	\$2,000.00
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***STUDENT SERVICES***

Presenting Youth Mental Health First Aid training

Brown, Shinique L	07/01/16 - 06/30/17	\$2,000.00
Chancey, Ashley M	07/01/16 - 06/30/17	\$2,000.00
Comegys, Janine W	07/01/16 - 06/30/17	\$2,000.00
Kessler, Marissa L	07/01/16 - 06/30/17	\$2,000.00
Knight-Martin, Mary E	07/01/16 - 06/30/17	\$2,000.00
Koller, Vicki Maria	07/01/16 - 06/30/17	\$3,000.00
Lotti, Jennifer B	07/01/16 - 06/30/17	\$2,000.00
McEachern-Pleasant, Wanda A	07/01/16 - 06/30/17	\$2,000.00
Quioco, Monica C	07/01/16 - 06/30/17	\$2,000.00
Smith, Anan A	07/01/16 - 06/30/17	\$2,000.00
Spencer, Rebecca A	07/01/16 - 06/30/17	\$2,000.00
Tichenor, David E	07/01/16 - 06/30/17	\$2,000.00
Youngerman, Marcia E	07/01/16 - 06/30/17	\$2,000.00

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: Federal Funds (continued)**

***TARPON SPRINGS ELEMENTARY***

Title I Audit Box duties and responsibilities

Ryan, Lisa M	08/10/16 - 05/25/17	\$800.00
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***TITLE I CENTER***

Researching, collecting, creating protocols and tools,  
 analyzing data, and reporting of various evaluation and  
 research projects

Mitchell, Michael E	07/05/16 - 08/31/16	\$4,600.00
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***TYRONE MIDDLE***

Planning and delivering technology focused professional  
 development

Boyce, Jessie Y	07/01/16 - 08/20/16	\$240.00
Szydlowski, Nicole R	07/01/16 - 08/20/16	\$240.00
Wong, Alexander R	07/01/16 - 08/20/16	\$240.00

***WALSINGHAM ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Hill, Tonia D	08/01/16 - 05/26/17	\$2,000.00
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***WESTGATE ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Dinaro, Jonathan M	08/10/16 - 05/25/17	\$2,500.00
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***WOODLAWN ELEMENTARY***

Facilitating Connect for Success duties and responsibilities

Evans, Brent E	08/01/16 - 05/26/17	\$1,500.00
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Title I Audit Box duties and responsibilities

Milne, Dale G	08/10/16 - 05/25/17	\$500.00
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Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
 2016/2017 School Year

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: School Operating Funds**

***COUNTRYSIDE HIGH***

Planning lessons and assisting in supervision of children in  
 the employee Childcare program

Pupuleku, Florinda	07/01/16 - 06/30/17	\$6,440.00
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***EAST LAKE HIGH***

Planning and supervising ELP and Summer Bridge and  
 preparing for the new school year

Anderson, Shawn	07/11/16 - 07/13/16	\$705.75
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Administrator developing Master Schedule, interviewing new staff;  
 processing Bright Futures paperwork

Green, Cindy L	07/06/16 - 07/19/16	\$1,874.00
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Administrator planning and supervising ELP and Summer  
 Bridge; preparing for the new school year

Latimore, Dwight S	07/06/16 - 07/07/16	\$468.50
Toscani, Kris J	07/05/16 - 07/05/16	\$234.25

***EISENHOWER ELEMENTARY***

Administrative duties

Allen, Thomas R	07/11/16 - 07/20/16	\$937.00
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***GIBBS HIGH SCHOOL***

Working on Master Schedule

Diaz, Michele J	07/05/16 - 07/19/16	\$1,874.00
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Providing string instrument lessons to PCCA music  
 students

Gratta, Alfred	08/10/16 - 05/25/17	\$6,000.00
Headlee, Nancy K	09/15/16 - 05/25/17	\$6,000.00

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: School Operating Funds (Continued)**

***GIBBS HIGH SCHOOL (Continued)***

Providing vocal lessons to PCCA Musical Theater students

Dvoracsek, Phillip	08/10/16 - 05/25/17	\$16,200.00
Rocklein, Robyn M	08/10/16 - 05/25/17	\$10,800.00
William, Dale W	08/10/16 - 05/25/17	\$10,800.00

***GULF BEACHES ELEMENTARY MAGNET SCHOOL***

Writing integrated and digitally copied curriculum

Black, Jillian K	08/01/16 - 08/10/16	\$60.00
Carney, Melinda M	08/01/16 - 08/10/16	\$60.00
Carney, Mitchell P	08/01/16 - 08/10/16	\$60.00
Dave, Francesca	07/26/16 - 07/26/16	\$60.00
Ferreira, Kelly C	08/01/16 - 08/10/16	\$60.00
Oldani, Jeannine M	08/01/16 - 08/10/16	\$60.00
O'Leary, Laura E	08/01/16 - 08/10/16	\$60.00
Oswald, Magen B	08/01/16 - 08/10/16	\$60.00
Piland, Cody R	07/27/16 - 07/27/16	\$150.00
Price, Lisa L	08/01/16 - 08/10/16	\$60.00
Sacino, Roseann	08/01/16 - 08/10/16	\$60.00
Stall, Robert F	08/01/16 - 08/10/16	\$60.00
Steiner, Emily L	08/01/16 - 08/10/16	\$60.00
Suerte, Eliza J	08/01/16 - 08/10/16	\$60.00
Topkin, Susan T	08/01/16 - 08/10/16	\$60.00
Walsh, Emily A	08/01/16 - 08/10/16	\$60.00

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: School Operating Funds (Continued)**

***JOHN HOPKINS MIDDLE***

Working with Journalism students and staff on  
 broadcasting and printing

Bentil-Akiwumi, Sandra B	08/10/16 - 05/25/17	\$29,700.00
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Assisting with Journalism class; filming and editing

Parler, Joseph M	08/10/16 - 05/25/17	\$22,230.00
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Pianist/adjunct for chorus

Titara, Vincent M	08/10/16 - 05/25/17	\$22,800.00
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Teaching/accompaniment for orchestra and piano

Weaver, James E	08/10/16 - 05/25/17	\$22,800.00
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***LAKESWOOD HIGH***

Administrator performing duties for Summer Bridge and  
 writing Master Schedule

Alvaro, Susan	07/05/16 - 07/07/16	\$702.75
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Hurricane Shelter project refinements

Anderson, Jason R	07/05/16 - 07/30/16	\$1,605.00
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Husic, Adis	07/05/16 - 07/23/16	\$1,260.00
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Perera, Avinash S	07/05/16 - 07/27/16	\$1,635.00
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Syron, Kathleen R	07/05/16 - 07/27/16	\$1,155.00
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Zulli, Louis	07/05/16 - 07/27/16	\$2,180.00
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***LEILA DAVIS ELEMENTARY***

Administrator planning, preparing, and revising Instructional  
 Materials, SIP, emergency crisis plan, ELP, and technology  
 PD plan

Durst, William D	07/14/16 - 07/21/16	\$1,171.25
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***MOUNT VERNON ELEMENTARY***

Administrator working on preschool planning

Godek, Lori A	07/18/16 - 07/21/16	\$937.00
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Recommendation of Superintendent on Instructional Personnel  
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: School Operating Funds (Continued)**

***NINA HARRIS ESE CENTER***

Writing SIP

Lyon, Gabriele	07/12/16 - 07/12/16	\$40.00
Young, Deborah L	07/12/16 - 07/12/16	\$40.00

***OSCEOLA FUNDAMENTAL HIGH***

Administrator facilitating Summer Bridge; working on  
 schoolwide readiness

Ouellet, Christina H	7/11/16 - 07/13/16	\$702.75
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***OZONA ELEMENTARY***

Administrator facilitating schoolwide readiness

Downes, Jessica M	07/01/16 - 07/21/16	\$468.50
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***PERKINS ELEMENTARY***

Enhancing the dance program

Staub, Brittany D	08/10/16 - 05/25/17	\$27,000.00
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***RIDGECREST ELEMENTARY***

Supporting summer volunteer reading program

Brush, Donna S	07/05/16 - 07/14/16	\$80.88
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***SAWGRASS LAKE ELEMENTARY***

Title I Audit Box duties and responsibilities

Brackx, Lorol A	08/01/16 - 06/30/17	\$600.00
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Administrative duties

Knight, Richard F	07/01/16 - 07/11/16	\$702.75
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***SEMINOLE HIGH***

Scheduling events, maintaining records, and obtaining a  
 choreographer

Gilbert, Candace M	08/15/16 - 06/09/17	\$700.35
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Summer administrative duties

Lucas, Mary J	07/01/16 - 07/19/16	\$1,405.50
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Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Instructional Personnel  
 October 25, 2016  
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES  
 (Continued)

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**Funding Source: School Operating Funds (Continued)**

***SEMINOLE HIGH (Continued)***

Creating choreography, selecting music and costumes

Narzinsky, Lara	08/15/16 - 06/09/17	\$684.25
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Working on Master Schedule

Parris, Ursula W	07/01/16 - 07/19/16	\$1,405.50
Schottler, Kevin C	07/01/16 - 07/19/16	\$1,874.00

***SKYCREST ELEMENTARY***

Writing SIP, schoolwide Behavior Plan, and preparing for trainings

Defant, Eliza J	07/12/16 - 07/21/16	\$1,171.25
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***ST PETERSBURG HIGH***

Composing and arranging music for the marching band;  
 also instructing members of the 15+ percussion section

Busjahn, Bryce EO	09/06/16 - 11/12/16	\$500.00
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES FOR 2015/16

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**Funding Source: District Operating Funds**

***6-8 SCIENCE***

Developing, writing, and revising of middle school science curriculum and cycle assessments; vetting lesson resources to ensure alignment to state standards

Amend - increased hours from 24 to 100

Stewart, Michele L	09/01/15 - 06/30/16	\$1,520.00
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***9-12 MATH***

Completing the alignment of curriculum resources to the Florida Mathematics Standards

Sullivan, Laura J	06/13/16 - 06/30/16	\$640.00
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES FOR 2015/16

(Continued)

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**Funding Source: District Operating Funds (Continued)**

***FACILITIES AND OPERATIONS***

Writing manuals and creating templates for events for  
 Operational Services

Owens, Elisa M	06/13/16 - 06/30/16	\$1,217.88
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***HIGH SCHOOL LANGUAGE ARTS AND READING***

Writing curriculum for professional development

Freed, Cynthia	06/29/16 - 06/30/16	\$240.00
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Mc Curtain, Rachel H	06/29/16 - 06/30/16	\$240.00
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Writing curriculum for professional development

Moseley, Britt E	06/29/16 - 06/30/16	\$240.00
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Wolford, Nora K	06/13/16 - 06/30/16	\$1,200.00
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Professional Development for Reading cadre on grade level

Murphy, Heather	05/16/16 - 06/14/16	\$200.00
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Evaluating and providing feedback on the work submitted  
 via the online courses

Pearson, Kimberly M	06/09/16 - 06/30/16	\$540.00
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Weaver, Andrea T	06/29/16 - 06/30/16	\$240.00
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***PRE K-12 SOCIAL STUDIES***

Writing curriculum

Slone, Cassandra L	03/28/16 - 06/30/16	\$200.00
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Amend - increased hours from 20 to 30

***PRE K-12 WORLD LANGUAGES***

Complete recordings and editing for District Common  
 Assessments

Amend - increased hours from 20 to 35

Cano, Alvaro	03/25/16 - 06/30/16	\$300.00
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Recommendation of Superintendent on Instructional Personnel  
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PAYMENT TO CONTRACTED SERVICES EMPLOYEES FOR 2015/16

(Continued)

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**Funding Source: District Operating Funds (Continued)**

***STUDENT SERVICES***

Presenting for Trauma Informed Care Training

Spencer, Rebecca A	06/13/16 - 06/30/16	\$1,000.00
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***TEACHING AND LEARNING***

Training the 9-12 Mathematics for Summer Bridge

Fowler, Tara M	06/15/16 - 06/15/16	\$240.00
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**Funding Source: Federal Funds**

***LEALMAN INNOVATION ACADEMY***

Writing SIP; data review and disaggregation; identifying and planning strategies and processes to increase learner achievement

Amend - Increased hours from 22.5 to 37.5

Samuels, Nicholas X	04/26/16 - 06/30/16	\$300.00
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**Funding Source: School Operating Funds**

***HIGHLAND LAKES ELEMENTARY***

Writing SIP

Ackerman, Lecia M	06/29/16 - 06/29/16	\$120.00
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Bembnowski, Leslie A	06/29/16 - 06/29/16	\$120.00
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Siemon, Margaret R	06/29/16 - 06/29/16	\$120.00
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Sikorski, Michelle L	06/29/16 - 06/29/16	\$120.00
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***LAKE ST GEORGE ELEMENTARY***

Administrator planning SIP

Whitaker, Stephanie N	06/16/16 - 06/23/16	\$1,171.25
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Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

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PAYMENT TO CONTRACTED SERVICES EMPLOYEES FOR 2015/16

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(Continued)

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**Funding Source: School Operating Funds (Continued)**

**LAKWOOD HIGH**

Hurricane shelter project refinements

Anderson, Jason R	06/27/16 - 06/30/16	\$480.00
Husic, Adis	06/27/16 - 06/30/16	\$1,297.50
Syron, Kathleen R	06/27/16 - 06/30/16	\$480.00
Zulli, Louis	06/27/16 - 06/30/16	\$640.00

**SHORE ACRES ELEMENTARY**

Writing SIP

Decresie, Robyn W	06/15/16 - 06/27/16	\$280.00
Holman, Stacy A	06/15/16 - 06/27/16	\$280.00
Pilcher, Freda A	06/15/16 - 06/27/16	\$280.00

APPOINTMENTS OF PART-TIME HOURLY

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NAME	COST CENTER
Applefield, Rachel	Lealman Avenue Elementary
Ballester, Karen M	Belcher Elementary
Eyman, Sarah E	Lynch Elementary
Gelin, Yolanda	Pinellas Technical College St Petersburg
Hintz, Edward A	Pinellas Technical College St Petersburg
Marsh, Betty A	Fuguitt Elementary
Martin, Amber D	Sawgrass Lake Elementary
Rodriguez, Maricella	Belcher Elementary
Troxel, Monica D	Meadowlawn Middle

### APPOINTMENTS OF SUBSTITUTES

NAME	NAME
Borycens, Coleman J	Clark, Helen P
Eschler, Sara N	Johnson, Charlotte D
Kendricks, Melva	McCree, Dexter L
Ranze-McCullough, Lori C	Reddick, Haleigh Kim
Rosenblum, Sara E	

### LONG-TERM SUBSTITUTES OUT-OF-FIELD

The following long-term substitute teachers are teaching one or more courses not covered by Florida teaching certificates. 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 Board to teach out-of-field.”

COST CENTER	NAME	SUBJECT
Anona Elementary	Edwards-Holbert, Patricia	Autism Spectrum Disorder
Dixie Hollins High	Hines Jr, Delaron R	English and Reading
Educational Alternative Services	Sommers, Jacquelin M	Science
Forest Lakes Elementary	Neal, Olivia N	Pre K and Autism Spectrum Disorder
Meadowlawn Middle	Tucker Jr, Thomas M	Mathematics
Mount Vernon Elementary	Crane, Joan H	Art
Nina Harris ESE Center	Hill, Kristin E	Supported Varying Exceptionalities

LONG-TERM SUBSTITUTES OUT-OF-FIELD

(Continued)

COST CENTER	NAME	SUBJECT
Palm Harbor Middle	Zerbe, Ashley K	Language Arts

TEACHERS 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 High	England, Olga	ESE
Clearwater High	Gordon II, Walter E	English
Clearwater High	Pierro, Ralph A	ESE
Clearwater High	Van Grondelle, Arto	Biology
Countryside High	Givens, Eileen A	Health
Countryside High	Saltz Jr, Robert B	Health
Dunedin Highland Middle	Colon McKissen, Moraima I	Spanish
Educational Alternative Services	Wardrum, Mark C	Mathematics 6-12
Fairmount Park Elementary	Heather-Krametz, Lisa	Elementary Education
Gibbs High	Bretz, Richard L	Reading
Gibbs High	Engle, Thaddeus A	Drama
Gibbs High	Ringo, Ariel E	English

TEACHERS OUT-OF-FIELD  
 (Continued)

COST CENTER	NAME	SUBJECT
John Hopkins Middle	Soto, Betty Jo	Middle Grades English
Largo High	Mitchell, Lauren P	Reading
Largo High	Neverline Jr, David L	Reading and Middle Grades English
Lealman Innovation Academy	Hatfield, Amber L	Reading
Lealman Innovation Academy	Maxwell-Bicknell, Elizabeth A	Middle Grades Science
Lealman Innovation Academy	Morrow II, Rudy A	Middle Grades Social Science
Madeira Beach Fundamental K-8	Williams, Kendall G	Middle Grades Science
Maximo Elementary	Smith, Genetria M	Elementary Education
Midtown Academy	Rougier, Niki J	Health
New Heights Elementary	Borne, Mary K	Autism Spectrum Disorder
New Heights Elementary	Palozzi, Elizabeth A	Elementary Education
Oak Grove Middle	McGovern, Wendy A	Middle Grades English and Social Science
Oak Grove Middle	Poe Jr, William E	Technology Education
Osceola Fundamental High	Hill Jr, James D	Health
Safety Harbor Middle	McGill, Cinthia	Spanish
Seminole High	Van de Putte, Jahn M	Autism Spectrum Disorder
Sutherland Elementary	Taylor, Ashley R	Elementary Education

### TEACHERS OUT-OF-FIELD for ESOL

The following teachers serve as providers to ELL (English Language Learners) students, but do not possess the required English for Speakers of Other Languages (ESOL) endorsement or the ESOL content coverage on their Florida 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
Azalea Elementary	Strong, Racquel A
Azalea Middle	Baligian, Kelli A
Bauder Elementary	Dockery, Rangel A
Clearwater Fundamental Middle	Scruton, Kristi L
Curlew Creek Elementary	Beattie, Olivia L
Dixie Hollins High	Jeffo, John K
East Lake Middle School Academy of Engineering	Giordano, Anthony
Eisenhower Elementary	Dixon, Mary K
Garrison-Jones Elementary	Caballero-Ashmead, Jessica
Hospital Homebound	Marshall, Jennifer L
Kings Highway Elementary Magnet School	Lilley, Andrea J
Largo High	Neverline Jr, David L
Largo Middle	Lebrun, Kerry L
Maximo Elementary	Adams, Melanie
Maximo Elementary	Smith, Genetria M

TEACHERS OUT-OF-FIELD for ESOL

(Continued)

COST CENTER	NAME
Northwest Elementary	Krajnik, Catherine M
Oak Grove Middle	McGovern, Wendy A
Oldsmar Elementary	Thiel, Darlene
Osceola Middle	Coryell, Sarah D
Pinellas Park Elementary	Schutt, Emily A
Pinellas Park Middle	Kemp, Stefany F
Pinellas Secondary School Pinellas Secondary School	Haslacher, Corinne C Lundi, Ralph E
Safety Harbor Middle	Hurley, Donnalynn P
Sandy Lane Elementary	Catlin, Jason R
Sawgrass Lake Elementary	Griner, Teresa L
Westgate Elementary	Ericson, Karen A

APPROVED: \_\_\_\_\_  
 Michael A. Grego, Ed.D.  
 Superintendent of s

MEMORANDUM

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Recommendation of Superintendent on Personnel – 2016/2017

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

Job Descriptions: <http://www.pcsb.org/Page/1660>

Supporting Services

Appointments	51	1-4
Part-Time Appointment	24	4-6
Substitutes	1	6
Status Changes	12	6-7
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Cost Center Changes	14	9
Leave of Absence	1	10
Terminations		
Resignations	27	10-11
Retirements	7	12
Adjustment	1	12

- 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

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

RECOMMENDATION OF SUPERINTENDENT  
ON SUPPORT PERSONNEL

October 25, 2016

2016/2017

APPOINTMENTS

NAME	COST CENTER	POSITION	EFFECTIVE
Allen, Natalee	St Petersburg High	ESE Associate	09/28/16
Argenal, Evenor	Technology Information Systems	Technology Technician	09/26/16
Brown, Jeremy E	Safety Harbor Middle	Paraprofessional	09/26/16
Butler, Carda'e D	Starkey Elementary	ESE Associate	10/03/16
Carothers, Christopher G	Mildred Helms Elementary	Physical Education Assistant	09/19/16
Charland, Donna M	Ridgecrest Elementary	Paraprofessional	10/10/16
Davis, Cynthia D	Frontier Elementary	ESE Associate	10/03/16
Davis, Dondre M	Transportation	Bus Driver	09/26/16
Davis, Kendrick A	Midtown Academy	Plant Operator	09/26/16
Dorsey, Myquesha	Fuguitt Elementary	ESE Associate	09/26/16
Fisher, Tracy A	Educational Alternative Services	Paraprofessional	09/28/16
Gale, Martha P	Ridgecrest Elementary	Paraprofessional	09/26/16
Garretson, Amy S	Curlew Creek Elementary	ESE Associate	09/26/16
Hill Dennard, Dyan H	Bayside High	Paraprofessional	09/26/16

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Recommendation of Superintendent on Support Personnel  
 October 25, 2016  
 2016/2017 School Year

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APPOINTMENTS  
 (Continued)

NAME	COST CENTER	POSITION	EFFECTIVE
Hondal, Malgorzata J	St Petersburg High	Bilingual Assistant I	09/26/16
Horne, Juantera K	Nina Harris ESE Center	ESE Associate	09/19/16
Hunt, Bryon L	Coachman Service Center	Plant Operator	09/26/16
Hunter Jr, Thomas E	Warehousing	Truck Driver I	09/28/16
Jackson, Alexandria T	Pinellas Park Elementary	ESE Associate	09/26/16
Kalkwarf, Sarah	Bardmoor Elementary	ESE Associate	09/26/16
Keenan Jr, Joseph F	Transportation	Bus Driver	09/26/16
King, Jenna L	Nina Harris ESE Center	ESE Associate	09/26/16
Koenig, Karen L	Ozona Elementary	ESE Associate	09/19/16
La, Thuy TT	Ridgecrest Elementary	Paraprofessional	09/26/16
Landsman, Ursula A	Nina Harris ESE Center	ESE Associate	09/19/16
Lipkins, Joshua E	Fitzgerald Middle	Plant Operator	09/26/16
Maldonado, Leslie C	Transportation	Customer Service Representative	10/03/16
Maple, Paul A	High Point Elementary	Plant Operator	09/26/16
Mazzei, Barbara J	Osceola Middle	ESE Associate	09/19/16
McDonald, Megan K	McMullen-Booth Elementary	ESE Associate	09/28/16

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Recommendation of Superintendent on Support Personnel  
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APPOINTMENTS  
 (Continued)

NAME	COST CENTER	POSITION	EFFECTIVE
McVey, Julia M	Dunedin Highland Middle	ESE Associate	09/19/16
Monnell, Melody LA	Mildred Helms Elementary	Physical Education Assistant	09/26/16
Nelson, Anthonette L	Educational Alternative Services	Paraprofessional	09/19/16
Newsome, Candi L	Gulfport Elementary	Teacher Assistant	09/19/16
Oatis, Shakeerah L	Pinellas Central Elementary	ESE Associate	09/30/16
Parras, Erin	Boca Ciega High	School Office Clerk II	10/03/16
Pavlovic, Sladana	Lake St George Elementary	ESE Associate	09/19/16
Pelli, Matthew E	Kings Highway Elementary Magnet School	ESE Associate	09/19/16
Petersen, Heather L	Gulf Beaches Elementary Magnet	Data Management Technician Intern	09/26/16
Ramirez, Ana M	High Point Elementary	Bilingual Assistant I	08/04/16
Reeves, Shayla Y	Osceola Middle	ESE Associate	09/26/16
Schmeiser, Brooke K	Curlew Creek Elementary	ESE Associate	09/26/16
Shankle, Jennifer D	Palm Harbor Middle	ESE Associate	09/28/16
Sharif, Rasheedah	Stephens ESE Center	ESE Associate	09/26/16
Shutt, Angela D	Pinellas Central Elementary	ESE Associate	09/26/16

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Recommendation of Superintendent on Support Personnel  
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APPOINTMENTS  
 (Continued)

NAME	COST CENTER	POSITION	EFFECTIVE
Sterling, Sarah J	Fairmount Park Elementary	Paraprofessional	09/27/16
Stevens, Karen M	Clearwater Fundamental Middle	School Bookkeeper I	10/03/16
Strazzere, Celeste	Ridgecrest Elementary	Paraprofessional	10/10/16
Swango, Kara A	Fuguitt Elementary	ESE Associate	09/26/16
Tash, Barbara A	Sandy Lane Elementary	ESE Associate	09/19/16
Vance, Kayla M	Pinellas Central Elementary	ESE Associate	09/26/16

PART-TIME APPOINTMENTS

NAME	COST CENTER	POSITION	EFFECTIVE
Austin, Valorie F	Ridgecrest Elementary	Paraprofessional	09/19/16
Bansavage Patricia L	Largo Middle	Food Service Assistant	09/28/16
Bridges, Keosha L	Lakewood High	Food Service Assistant	09/20/16
Carpenter, Jami L	Pinellas Central Elementary	Family and Community Liaison	09/19/16
Deem, Lucilla M	Pinellas Park Elementary	School Office Clerk I	09/19/16
Didi, Khaled	Clearwater High	Food Service Assistant	09/20/16
Gervais, Valerie V	North Shore Elementary	School Office Clerk I	09/19/16

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Recommendation of Superintendent on Support Personnel  
 October 25, 2016  
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PART-TIME APPOINTMENTS  
 (Continued)

NAME	COST CENTER	POSITION	EFFECTIVE
Gildner, Sage K	Seminole Elementary	Food Service Assistant	09/19/16
Grant, Patricia A	Thurgood Marshall Fundamental Middle	Food Service Assistant	09/19/16
Hall, Carole M	Tyrone Middle	Food Service Assistant	09/19/16
Harris, Xaviera D	Maximo Elementary	Food Service Assistant	09/19/16
Hazelton, Taylor L	St Petersburg High	Food Service Assistant	09/26/16
Hutchison, Kelly K	Safety Harbor Elementary	ESE Associate	09/19/16
Ivory, Kasie L	Countryside High	Family and Community Liaison	09/26/16
Keller, Rachel K	San Jose Elementary	Food Service Assistant	09/20/16
Lee, Rachel J	Forest Lakes Elementary	Food Service Assistant	09/19/16
May, Robin E	Palm Harbor University High	Family and Community Liaison	09/26/16
Maynor, Javaris D	New Heights Elementary	Food Service Assistant	09/26/16
Mosley-Ware, Angela P	Gibbs High	Food Service Assistant	09/19/16
Rhodes, Lisa K	Lake St George Elementary	Food Service Assistant	09/26/16
Romeo, Jamie L	Fuguitt Elementary	Food Service Assistant	09/19/16
Sherman, Joshua V	Frontier Elementary	Plant Operator	09/26/16

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Recommendation of Superintendent on Support Personnel  
 October 25, 2016  
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PART-TIME APPOINTMENTS  
 (Continued)

NAME	COST CENTER	POSITION	EFFECTIVE
Toro, Andrew	Lynch Elementary	Food Service Assistant	09/26/16
Wells, Peggy	Gibbs High	Food Service Assistant	09/19/16
Wolff, Debra S	Pinellas Park High	Food Service Assistant	09/20/16

SUBSTITUTE APPOINTMENTS

NAME	NAME	NAME
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Bus Driver

Colon, Omayra

STATUS CHANGES

NAME	FROM COST CENTER/POSITION	TO COST CENTER/POSITION	EFFECTIVE
Hopkins, Katrina G	Auditing and Property Records Property Control Clerk	Career, Technical, and Adult Education Postsecondary Clerk Specialist I	10/05/16
Khalil, Zaghloul ZS	Lake St George Elementary Food Service Assistant PT	Dunedin High Food Service Assistant/Driver FT	09/26/16
King, Diane	Northeast High Food Service Assistant FT	Gibbs High Food Service Assistant PT	09/19/16

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STATUS CHANGES  
 (Continued)

NAME	FROM COST CENTER/POSITION	TO COST CENTER/POSITION	EFFECTIVE
McClellan, Daniel J	Transportation Bus Driver	Vehicle Maintenance Paint/Body Mechanic Journeyman	09/26/16
Murphy, Lori L	Accounting Accounts Payable Coordinator	Budget and Resource Allocation Budget Assistant II	10/06/16
Roundtree, Johnny	Title I Center Paraprofessional	Bear Creek Elementary Physical Education Assistant	09/23/16
Shafran, Amy L	Clearwater Fundamental Middle School Bookkeeper I	Auditing and Property Records Internal Accounts Technician	09/14/16
Sheets, James R	Transportation Bus Driver	Largo Middle Paraprofessional	09/19/16
Sheets, James R	Largo Middle Paraprofessional	Transportation Bus Driver	09/29/16
Smith, Rene R	Nina Harris ESE Center Food Service Assistant PT	Administration Building Food Service Assistant FT	10/03/16
Strickland, Carol A	Marjorie Kinnan Rawlings Elementary ESE Associate	Curlew Creek Elementary Teacher Assistant	09/06/16
Ullman, Randi G	Records Management ESE Associate	Clearwater Intermediate Paraprofessional	09/28/16

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### JOB CHANGES

NAME	FROM	TO	EFFECTIVE
Davis, Charday N	Teacher Assistant	ESE Associate	09/20/16
Donald, Lynn V	ESE Associate	Child Development Associate	09/26/16
Evans, Pamela D	Food Service Assistant	Family and Community Liaison	08/03/16
Henin, Amal SH	ESE Associate PT Temp	ESE Associate FT	09/26/16
McConnaughey, Deborah L	Food Services FT	Food Service Assistant PT	09/26/16
Monfort, Lucia M	Food Service Assistant PT	Food Service Specialist Intern FT	09/07/16
Mormando, Dominic L	Plumber	Maintenance Shop Planner	09/29/16
Morton, Darian L	Food Service Assistant PT	Plant Operator FT	10/12/16
Ortiz Roman, Brenda	Food Service Assistant	Bilingual Assistant I	09/26/16
Parker, Chad E	Electronics Technician Journeyman	Maintenance Shop Planner	09/19/16
Parnofiello, Michelle L	Food Service Assistant FT	Food Service Assistant PT	08/10/16
Protopapas, Catherine	Programmer	Programmer Analyst	09/22/16
Washington, Brenda D	Data Management Technician	Secretary/Bookkeeper Intern	08/29/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Support Personnel  
 October 25, 2016  
 2016/2017 School Year

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COST CENTER CHANGES

NAME	FROM	TO	EFFECTIVE
Bacher, Randall A	Tarpon Springs Elementary	Curlew Creek Elementary	09/26/16
Barnes, Marcella C	Gibbs High	John Hopkins Middle	08/08/16
Barnes, Sheryl A	Mount Vernon Elementary	North Shore Elementary	10/14/16
Green, Colleen S	Nina Harris ESE Center	Sawgrass Lake Elementary	10/10/16
Hall, Rosemary	Pinellas Park High	Fitzgerald Middle	10/04/16
Herrera Senen, Pavel	Calvin Hunsinger	Tarpon Springs High	10/03/16
Marques, Claudia K	Maximo Elementary	High Point Elementary	09/20/16
Meacham, Felicia M	Lakewood High	Shore Acres Elementary	09/12/16
Mills, Renee M	Nina Harris ESE Center	Lakewood High	09/19/16
Mortimer, Beverly A	Walsingham Elementary	Bardmoor Elementary	09/26/16
Simmons, Tracey L	Pinellas Central Elementary	Marjorie Kinnan Rawlings Elementary	09/13/16
Weinberg, Rhonda M	Belleair Elementary	Ponce de Leon Elementary	09/19/16
White, David A	Largo Middle	Pinellas Technical College St Petersburg	09/19/16
Williams, Linda G	Doug Jamerson Elementary	Bay Point Elementary	09/26/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Support Personnel  
 October 25, 2016  
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## LEAVE OF ABSENCE

NAME	COST CENTER	EFFECTIVE
Scott, Lynda A	Fairmount Park Elementary	08/03/16

## TERMINATIONS

NAME	COST CENTER	EFFECTIVE
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Resignations

Andolino, Vanessa S	Garrison-Jones Elementary	09/23/16
Bansavage, Patricia L	Largo Middle	09/30/16
Conroy, Sean T	Transportation	09/22/16
Dickey, Derrick A	Educational Alternative Services	09/29/16
Dillard, Javier K	Boca Ciega High	09/23/16
Ferrer, Laura	Sawgrass Lake Elementary	09/30/16
Flowers, Kelly J	Frontier Elementary	10/03/16
Genua, Susan M	Frontier Elementary	08/02/16
Hall, Dionte RR	Sanders Exceptional	09/23/16
Haynes, Shannon N	Transportation	09/20/16
Henderson Jr, Frank G	Exceptional Student Education	10/14/16
Jackson, Ellender	Transportation	09/23/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Support Personnel  
 October 25, 2016  
 2016/2017 School Year

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TERMINATIONS  
 (Continued)

NAME	COST CENTER	EFFECTIVE
<u>Resignations</u>		
<u>(Continued)</u>		
Jansen, Curtis M	Transportation	09/27/16
Janssen, Kim M	Osceola Middle	09/15/16
Lafleur, Sherri A	Mount Vernon Elementary	08/05/16
McVey, Julia M	Dunedin Highland Middle	09/27/16
Mills, Gail M	Largo High	09/30/16
Moreno, Melodie L	Countryside High	09/22/16
Moultrie, Paris S	Azalea Middle	09/13/16
Novak, Laurie L	Dunedin Elementary	10/07/16
Roberts, Judy J	Meadowlawn Middle	09/19/16
Scott, Carla R	Transportation	09/27/16
Silberstein, Larry T	Transportation	09/22/16
Sinclair, Elna V	Transportation	09/02/16
Spina, Thea M	Skycrest Elementary	08/05/16
Walker, Taylor E	Pinellas Technical College Clearwater	09/26/16
Wilson, Danyell R	Campbell Park Elementary	10/31/16

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

Recommendation of Superintendent on Support Personnel  
 October 25, 2016  
 2016/2017 School Year

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TERMINATIONS  
 (Continued)

NAME	COST CENTER	EFFECTIVE
<u>Retirements</u>		
Baio, Philip F	Countryside High	09/29/16
Goldich, Julie M	Doug Jamerson Elementary	10/03/16
Gonzalez, Julio O	Dunedin Elementary	01/02/17
Herman, Debra L	Career, Technical, and Adult Education Postsecondary	12/01/16
Kavourgias, Judith K	Bayside High	08/01/16
Lownsbury, Jeffrey J	New Heights Elementary	09/27/16
Schlitt, Timothy E	Pinellas Technical College Clearwater	10/07/16

ADJUSTMENT

NAME	COST CENTER	ADJUSTMENT
Freitas, David A	Pinellas Secondary School	Adjustment to the September 27, 2016, Board Agenda, Set B: Terminations; Change effective date from 08/12/16 to 08/15/16.

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

Attachment: Oct 25 2016 FINAL HR Board Agenda Sets A-B (6018 : Request Approval of Personnel Recommendations)

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6023)**

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October 25, 2016

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 Director, Risk Management and Insurance

**BACKGROUND:**

The Director, Risk Management and Insurance position is available due to the resignation of Ronald Ciranna effective September 13, 2016. This position was advertised nationally for three weeks and the district received applications from approximately twenty-five applicants. Superintendent's staff interviewed two applicants on October 19, 2016.

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**RECOMMENDATION:**

Recommend the School Board approve the appointment of **April M. Paul**, Managing Officer, Employee Benefits, Health, and Worker's Compensation to Director, Risk Management and Insurance effective October 26, 2016. Salary and benefits shall be paid consistent with the district's compensation schedule for professional/technical/supervisory employees.

**RATIONALE:**

April Paul began her employment in Pinellas County Schools in 1997. She served as the Supervisor, Employee Benefits and Workers' Compensation from 1997 to 2012 until the title was changed to Managing Officer, Employee Benefits, Health, and Workers' Compensation from 2012 to present.

Ms. Paul earned a bachelor's degree in Business Administration, Human Resources from Franklin University and is certified as a Risk Manager, a Senior Professional in Human Resources, and as an Employee Wellness Manager.

**DATA SOURCE:**

Paula Texel, Assistant Superintendent, Human Resources Services

**SUBMITTED BY:**

Paula Texel, Assistant Superintendent, Human Resources Services

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6024)**

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October 25, 2016

**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 Principal, Shore Acres Elementary School

**BACKGROUND:**

The Assistant Principal, Shore Acres Elementary School position is available due to the termination of Kimberly Stoessel effective June 30, 2016. This position was advertised for one week and twenty-five applicants applied for the position. Superintendent's staff interviewed three applicants on October 19, 2016.

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**RECOMMENDATION:**

Recommend the School Board approve the appointment of **Kristin B. Waechter**, Curriculum Specialist, Mount Vernon Elementary School to Assistant Principal, Shore Acres Elementary School effective October 26, 2016. Salary and benefits shall be paid consistent with the district's compensation schedule for professional/technical/supervisory employees.

**RATIONALE:**

Kristin Waechter began her employment in Pinellas County Schools in 2002. She has served as a Substitute Teacher (2002-2004), a Classroom Teacher at Perkins Elementary School (2004-2007) and Mount Vernon Elementary School (2012-2015); a Behavior Specialist at Perkins Elementary School (2011-2012); and currently serves as a Curriculum Specialist at Mount Vernon Elementary School (2015 to present).

Ms. Waechter earned a bachelor's degree in Science - Varying Exceptionalities K-12 from the University of South Florida and a master's degree in Educational Leadership from American College of Education.

**DATA SOURCE:**

Benigna Pollauf, Principal, Shore Acres Elementary School  
Patricia Wright, Area Superintendent, Area 4

**SUBMITTED BY:**

Paula Texel, Assistant Superintendent, Human Resources Services

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6017)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Request Approval to Create or Revise Job Descriptions Which Will Be Effective October 26, 2016

**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. These new and/or revised job descriptions accurately reflect the minimum qualifications and/or better align the duties and requirements with actual job responsibilities and tasks and encourage a more comprehensively trained staff.

The following job descriptions have been created or revised:

- Director, Library, Technology, Instructional Materials, and Digital Learning to *Director, Media, Text, and Digital Learning* (C09 ADM)
- Program Coordinator, Academic Computing to *Program Coordinator, Digital Learning* (E05 PTS)
- Program Coordinator, Instructional Materials (E05 PTS)
- Food Service Field Specialist to *Food Service Field Coordinator* (C04 ADM to E04 PTS)
- Maintenance Scheduler (E04 PTS)
- Coordinator, Other - Assistive Technology (INS)
- Animal Caretaker (D05 PESPA)

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the creation or revision of job descriptions which will be effective October 26, 2016.
2. Do not approve the creation or revision of job descriptions which will be effective October 26, 2016.

**RECOMMENDATIONS:**

Alternative No. 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 to whom the individuals report to and supervise. This will eliminate the possibility of the duplication of efforts, define and delineate position roles and responsibilities.

**FINANCIAL IMPACT:**

There is no financial impact to the District based on these changes.

**DATA SOURCES:**

Clint Herbic, Associate Superintendent, Operational Services

Pamela Moore, Associate Superintendent, Teaching and Learning Services

Sherry Aemisegger, Executive Director, Exceptional Student Education

Mark Hunt, Executive Director, Career, Technical, and Adult Education

Connie Kolosey, Ed.D., Director, Library, Technology, Instructional Materials, and Digital Learning

Lynn Geist, Director, Food Services

Barbara Clare, Principal, Career Academics of Seminole

Pamela Kasardo, Senior Compensation Analyst

**SUBMITTED BY:**

Paula Texel, Assistant Superintendent, Human Resources Services

**ATTACHMENTS:**

- Job Descriptions (PDF)



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0271  
Pay Grade: C09

FLSA: Exempt  
Administrative

**DIRECTOR, LIBRARY, TECHNOLOGY, INSTRUCTIONAL MATERIALS, MEDIA, TEXT, AND DIGITAL LEARNING**

**REPORTS TO:**

Associate Superintendent, Teaching and Learning Services

**SUPERVISES:**

Program Coordinator, ~~Academic Computing~~ Digital Learning  
Program Coordinator, Library Media  
Program Coordinator, Instructional Materials  
Instructional Staff  
Support Staff

**QUALIFICATIONS:**

Master's degree with certification in Administration and Supervision or Educational Leadership. Five (5) years related professional experience. Demonstrated organizational and communication skills. Must show evidence of working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.

**PREFERRED:**

Experience across various grade levels - elementary, middle, and high school. Demonstrated knowledge and expertise to facilitate development of complex data solutions and networking requirements. Demonstrated leadership in planning for and in utilizing technologies for academic instruction and data analysis. Certification in Library Media (K-12) or Technology Education or other related advanced degree.

**MAJOR FUNCTION**

The Director of ~~Library, Technology, Instructional Materials, Media, Text,~~ and Digital Learning is responsible for the supervision of library media/technology, instructional materials, and digital learning in elementary, middle high schools, and in exceptional student and adult centers. This responsibility includes providing leadership, developing strategic plans aligned to customer requirements, deploying processes to support strategic goals, developing and managing human resources, and monitoring progress toward goal measures. It also includes evaluating results in order to provide quality library/media programs and services. Provides instructional materials for effective instruction, academic software applications to support data management and analysis, as well as digital learning options for students. The Director supports student achievement by providing leadership and collaboration that ensures access to and effective use of diverse information and multimedia resources, instructional materials, supported by academic solutions through district and school library media/technology programs. The position requires collaboration with district departments, area superintendents, principals, and teachers in using current technologies to manage information, resources, and both state-adopted and non-state-adopted instructional materials.

**ESSENTIAL RESPONSIBILITIES**

- Communicates, plans collaboratively, and develops partnerships with other district departments, school administrators, vendors, library information specialists, textbook coordinators and the community

Attachment: Job Descriptions (6017 : Request Approval to Create or Revise Job Descriptions Which Will Be Effective October 26, 2016)

**DIRECTOR, LIBRARY, TECHNOLOGY, INSTRUCTIONAL MATERIALS, MEDIA, TEXT, AND DIGITAL LEARNING**

**ESSENTIAL RESPONSIBILITIES (Continued)**

- Coordinates department to consult with architects, principals, and library information specialists to administer the educational specifications for new construction/remodeling projects of library information centers, including furniture, shelving, network infrastructure, security system, and installation
- Recommends to principals, technology coordinators, and library information specialists the purchase of equipment to support audiovisual production, computer technology, local area network, and multimedia production, and digital learning materials
- Coordinates department to advise library information specialists on the selection and utilization of library materials, including print resources, audiovisual materials, computer software, and online services
- Promotes, reviews, and communicates progress toward division goals
- Manages data collection and reporting functions in library media/technology, academic computing, and digital learning; uses data in decision-making
- Represents department on cross-functional teams
- Serves as liaison with community groups, parents, colleges and universities, and other agencies
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Communicates budget needs to the Teaching and Learning Services Leadership Team
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions
- Keeps abreast of the rapidly changing technological advances
- Coordinates the cataloging of print and non-print resources, application for the statewide union catalog, maintenance of the media resource library, and reinforcement of copyright law throughout the county
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Interprets impact of state legislation and State Board rule on library media/technology, instructional materials, and digital learning
- Plans and coordinates professional development opportunities for department staff, administrators, library media/technology specialists, technology specialists, and teachers
- Coordinates the allocation of available resources to school library information centers to support district goals, including block grant and state allocation
- Interprets and monitors for schools the school board curriculum policy regarding library media/technology; provides policy input
- Establishes and oversees annual budgets from various funding allocations to support library media/technology, instructional materials, and digital learning
- Provides leadership in the formulation of goals and objectives for the textbook depository; plans, manages, and evaluates effectiveness of the department
- Supervises supporting staff performing textbook and other instructional materials related activities in the textbook depository
- Serves as liaison between the district and the Florida School Book Depository, state Department of Education, and publishers' representatives on all matters relating to textbooks and state-adopted related materials as well as non-state-adopted related materials
- Coordinates the supervision, development and implementation of textbook related procedures and the overall operation of the textbook depository
- Prepares the Annual Instructional Materials Budget for the district including school based allocations and other programs requiring instructional materials allocations
- Periodically reviews and provides guidance to schools and centers regarding the usage of instructional material allocations

**DIRECTOR, LIBRARY, TECHNOLOGY, INSTRUCTIONAL MATERIALS, MEDIA, TEXT, AND DIGITAL LEARNING**

**ESSENTIAL RESPONSIBILITIES (Continued)**

- Ensures accurate records of deposits to and expenditures from the district textbook account
- Works with staff to evaluate all requisitions from schools in accordance with the “Recommended and County Approved Instructional Materials Program”, prepared by the instructional staff, verifying guidelines, limits on supplementary titles, prices, and extensions
- Coordinates the responsibility for the annual state-adopted instructional materials process
- Ensures that all provisions of the Florida Statutes and of the State Board of Educational Regulations, governing the “State Free Instructional Materials Program” are met and that local policies or procedures are not in conflict
- Participates in the legislative process as it relates to state-adopted instructional materials to seek adequate funding for instructional materials
- Maintains communication with Curriculum Specialists for planning purposes regarding adoption and other instructional materials needs
- Applies knowledge of Florida State Laws and Regulations, policies, and procedures pertaining to instructional materials
- Works closely with curriculum personnel to implement and evaluate academic computing initiatives
- Demonstrates initiative in identifying potential problems or opportunities for improvement
- Works in conjunction with region superintendents, principals, teachers, and curriculum leaders to provide each with effective data management tools to accurately analyze and use current information needed to make informed decisions
- Reviews and analyzes existing data solutions and facilitates revisions or new development of solutions to enable district users to effectively manage data and information
- Examines and analyzes existing schools’ learning challenges and facilitates the development of solutions utilizing instructional learning technology resources
- Directs the work of instructional technology and distance learning and their respective functions, ensuring that activities assigned are completed in the most competent, effective, and efficient manner
- Oversees all current and long-range instructional technology support budgets
- Assists schools and departments throughout the district in efforts to develop user technology skill proficiency to utilize technology to support operations while enhancing productivity and effectiveness
- Works in cooperation with all departments to effectively implement the district’s Technology Plan
- Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, and delivery of services
- 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: 6/13 LM; BOARD APPROVED: 7/30/13; REVISED PREFERRED 8/13 LM; REVISED TITLE, MF; 10/11/16 CH; BOARD APPROVED:

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				

Director, Library, Technology, Instructional Materials, Media, Text, and Digital Learning – ADM

Attachment: Job Descriptions (6017 : Request Approval to Create or Revise Job Descriptions Which Will Be Effective October 26, 2016)



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8750  
Pay Grade: E05

FLSA: Exempt  
PTS

<b>PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS</b>
<p><b>REPORTS TO:</b> Director, <del>Library, Technology, Instructional Materials</del> <u>Media, Text, and Digital Learning</u></p>
<p><b>SUPERVISES:</b> Instructional Staff Support Staff</p>
<p><b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university with Florida certification in an educational area. Five (5) years related professional experience. Demonstrated organizational and communication skills. Working knowledge in curriculum and instruction. Working knowledge of state requirements for state-adopted materials and non-state-adopted items.</p>
<p><b>PREFERRED:</b> Master's degree with certification in Administration/Supervision or Educational Leadership.</p>
<b>MAJOR FUNCTION</b>
<p>The Program Coordinator, Instructional Materials provides adequate and appropriate instructional materials countywide working with the Director, <del>Library, Technology, Instructional Materials</del> <u>Media, Text, and Digital Learning</u> and consultants in a mutual effort to provide the best possible instructional materials support to countywide instructional programs. The position supervises textbook depository support staff and works closely with the Associate Superintendent, Teaching and Learning Services and staff members on a regular basis related to state requirements for state-adopted materials and non-state-adopted items.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Provides leadership in the formulation of goals and objectives for the textbook depository; plans, manages, and evaluates effectiveness of the program</li> <li>• Supervises supporting staff performing textbook and other instructional-materials-related activities in the textbook depository</li> <li>• Serves as liaison between the district and the Florida School Book Depository, state Department of Education, and publishers' representatives on all matters relating to textbooks and state-adopted-related materials as well as non-state-adopted-related materials</li> <li>• Supervises, develops, and implements textbook-related procedures and the overall operation of the textbook depository</li> <li>• Prepares annual report for the Superintendent's information on lost and damaged materials</li> <li>• Prepares the Annual Instructional Materials Budget for the district including school-based allocations and other programs requiring instructional materials allocations</li> <li>• Periodically reviews and provides guidance to schools and centers regarding the usage of instructional material allocations</li> <li>• Maintains accurate records of deposits to and expenditures from the district textbook account</li> <li>• Evaluates all requisitions from schools in accordance with the "Recommended and County Approved Instructional Materials Program", prepared by the instructional staff, verifying guidelines, limits on supplementary titles, prices, and extensions</li> </ul>

Attachment: Job Descriptions (6017 : Request Approval to Create or Revise Job Descriptions Which Will Be Effective October 26, 2016)

## PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS

**ESSENTIAL RESPONSIBILITIES (Continued)**

- Prepares textbook requisitions to the Florida School Book Depository, based upon minimum known requirements and books available to this county
- Processes and distributes instructional materials to schools.
- Coordinates transfer and redistribution of surplus books
- Coordinates the return, processing, redistribution, and disposition of out-of-adoption, discontinued, and unusable textbooks
- Responsible for the annual state-adopted instructional materials process
- Maintains a perpetual inventory, by schools, denoting the quantities, titles, and series of texts in use, and budget expenditures
- Responsible for the administration of the Destiny Textbook Manager Program in conjunction with the District Program Administrator
- Ensures that all provisions of the Florida Statutes and of the State Board of Educational Regulations, governing the "State Free Instructional Materials Program" are met and that local policies or procedures are in conflict
- Participates in the legislative process as it relates to state-adopted instructional materials to seek adequate funding for instructional materials
- Develops and conducts workshops for administration and instructional staff on the textbook/instructional materials process
- Maintains communication with curriculum supervisors for planning purposes, regarding adoption and other instructional materials needs
- Advises the instructional staff concerning approved substitute editions, extension of state contracts or other major changes in the state textbook program
- May prepare and/or update related textbooks and instructional materials website
- Applies knowledge of countywide curricula offerings
- Applies knowledge of Florida State Laws and Regulations, policies, and procedures pertaining to instructional materials
- 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: 6/13 LM, BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED: 10/22/13; REVISED TITLE, RT, MF; 10/11/16 CH; BOARD APPROVED:

## PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS

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				

Program Coordinator, Instructional Materials – PTS



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8742  
Pay Grade: E05

FLSA: Exempt  
PTS

**PROGRAM COORDINATOR, ACADEMIC COMPUTING DIGITAL LEARNING**

**REPORTS TO:**

Director, ~~Library, Technology, Instructional Materials~~ Media, Text, and Digital Learning

**SUPERVISES:**

Instructional Staff  
Support Staff

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with Florida certification in Technology Education or an equivalent certification. Five (5) years successful teaching experience in public schools, PreK-12. Demonstrated knowledge in planning for and in utilizing technologies for instruction in a variety of curriculum areas. Demonstrated organizational and communication skills.

**PREFERRED:**

Master's degree from an accredited college or university in Technology Education; certification in Educational Leadership.

**MAJOR FUNCTION**

The Program Coordinator is responsible for the development and implementation of the district's long-range technology plan, which encompasses all instructional levels and all curriculum areas. Work includes visioning, goal-setting, planning, budgeting, and working cooperatively with curriculum services personnel, all school board divisions, school-based personnel, and the community.

**ESSENTIAL RESPONSIBILITIES**

- Provides visionary leadership, oversight, and direction for all district technology applications for teaching and learning
- Develops plans to increase the level of technological literacy for students, teachers, and administrators
- Collaborates with other departments and divisions to facilitate access to and the implementation of technology
- Provides leadership in obtaining grants and other sources of funds to support innovative practices
- Assists in implementing the district's strategic goals and directions
- Investigates emerging technologies and assesses their potential for cost effective use
- Provides leadership in technology training, resources acquisition, and staff development
- Designs, coordinates, and provides educational technology in-service opportunities for school-based personnel
- Assists educators in using and integrating technology in the instructional program
- Models effective uses of appropriate instructional technology
- Supports teacher and student use of computers in classrooms
- Designs technology training programs for the district's television programming schedule
- Researches and negotiates contracts and agreements with consultants and vendors
- Participates in local, state, and national conferences, collaborates with colleges and universities, and serves on state committees to keep informed on current trends and issues

**PROGRAM COORDINATOR, ACADEMIC COMPUTING DIGITAL LEARNING****ESSENTIAL RESPONSIBILITIES (Continued)**

- Designs and implements new programs and course curricula for computer education
- Recommends budget requirements to effectively support the district technology plan
- Coordinates, evaluates, delegates, and coordinates the work of designated staff members
- Prepares and presents reports on technology issues as directed by the Superintendent and Board
- 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: 6/13, LM; BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED: 10/22/13; REVISED TITLE, RT; 10/11/16 CH; BOARD APPROVED:

**PROGRAM COORDINATOR, ACADEMIC COMPUTING DIGITAL LEARNING**

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				

Program Coordinator, Academic Computing Digital Learning – PTS



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6561  
 Pay Grade: € E04

FLSA: Exempt  
 PTS

**FOOD SERVICE FIELD SPECIALIST COORDINATOR**

**REPORTS TO:**

Director, Food Services  
Assistant Director, Food Services

**SUPERVISES:**

Walter Pownall Services Center-based Food Service Managers, Specialists, and Assistants  
School-based Food Service Managers and Staff  
Summer Production Room Staff  
Summer Site-based Staff and Monitors

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Food and Nutrition, Institutional Food Management, or a related area. Three (3) years of related experience to include two (2) years' experience supervising or coordinating food service personnel. OR. An associate's degree from an accredited college or university in Food and Nutrition, Institutional Food Management or a related area, plus demonstrated completion of Food Service Industry-related management training. Five (5) years of related experience to include three (3) years' experience supervising or coordinating food service personnel.

**PREFERRED:**

Registered Dietician or experience as a District School Food Service Specialist/Supervisor.

**MAJOR FUNCTION**

Under the direction of the Supervisor, Director/Assistant Director, Food Services (School Operations), this position oversees, coordinates and evaluates all phases of the food service operation in assigned schools/locations.

**ESSENTIAL RESPONSIBILITIES**

- ~~Oversees and provides direction in the operation of the Food Service Department in assigned schools to ensure compliance with Federal, State and local procedures, policies and regulations~~
- ~~Plans, with the Director, Food Services and Supervisor, Food Services (School Operations), for the supervision of school food service operations and works with other staff on adequacy of meals, snacks, and special nutritional needs to meet nutritional requirements and budget limitations~~
- ~~Conducts annual school reviews to evaluate effectiveness of the school cafeteria operations~~
- ~~Conducts Accuclaim reviews~~
- ~~Monitors school's monthly management reports, identifies problems, visits schools and assists personnel in solving problems~~
- ~~Monitors food service internal audit reports and visits schools to assist and discuss problems~~
- ~~Monitors meat/frozen food, staple, paper goods, and equipment orders~~
- ~~Monitors new managers in assigned schools to determine compliance with required regulations and identify areas where re-training is needed~~
- ~~Provides assistance to schools in food production, portion control, and requisitioning/ordering of food~~
- ~~Assists schools with food service staffing and performance evaluations~~
- Provides leadership and resources to district, departments, school administrators, and school-based food services staff
- Provides direction to ensure nutritional, financial, and regulatory accountability is maintained in assigned schools
- Monitors financial management of assigned schools; recommends cost-control measures
- Applies strategies to ensure high standards for quality food production, food services, safety, and sanitation
- Applies strategies for building a cohesive school nutrition team (communications, teambuilding, conflict resolution, and problem-solving)
- Oversees school-based staffing, including hiring, training, promotion, and discipline in compliance with district policy and labor law

Attachment: Job Descriptions (6017 : Request Approval to Create or Revise Job Descriptions Which Will Be Effective October 26, 2016)

**FOOD SERVICE FIELD SPECIALIST COORDINATOR****ESSENTIAL RESPONSIBILITIES (Continued)**

- Conducts annual appraisals for Food Service Managers and other assigned staff
- Oversees annual appraisals of school-based Food Service teams
- Conducts annual onsite reviews and follow-up reviews as scheduled/required
- Plans, presents, and attends professional development programs for school nutrition staff
- 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: 5/94 PBL; BOARD APPROVED: 5/11/94; REVISED (MQ'S): 10/96 PBL; BOARD APPROVED: 12/10/96; FORMAT CHANGE, PG, TITLE, RT, SUPERVISES, MQ, MF, ER: 09/11/16; BOARD APPROVED:

**FOOD SERVICE FIELD SPECIALIST COORDINATOR**

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				

Food Service Field Specialist Coordinator - PTS



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>MAINTENANCE SCHEDULER</b>
<p><b>REPORTS TO:</b> Associate Superintendent, Operational Services</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Business Administration, Architecture, Engineering, Building/Construction Management, Education, or a related field with five (5) years' experience supporting building trades and technical skills or three (3) years of scheduling experience. <b>OR</b> Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position. Practical experience in general building design, remodeling, and maintenance work, preferably involving a public school system.</p> <p>Must hold a current Florida Driver's License or Florida Commercial Driver's License. Certification and training in State Requirements for Educational Facilities (SREF) as required in Florida Educational Facilities FS1013.01 – 1013.82 (2013). Demonstrated computer experience with proficiency in MS-Word and Excel, and web applications.</p>
<b>MAJOR FUNCTION</b>
<p>Responsible for scheduling work to be performed by all work centers and keeps management informed on developments which may require schedule review and revision. Work is performed independently and under general direction.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Prepares weekly work center schedule based on current workloads, backlog, availability of manpower and materials, and allowances for leave, travel time, etc.; schedules for logical sequence and integrates like jobs when appropriate.</li> <li>• Reviews job orders and accompanying plans; schedules a beginning and completion date for each job.</li> <li>• Maintains master schedule to show current status of work for budgeted, unbudgeted, and related projects.</li> <li>• Checks progress on job orders in work centers through personal contact, review of periodic reports on project progress and manpower, and review of the master schedule.</li> <li>• Reviews status reports.</li> <li>• Meets with staff on a routine basis and conducts scheduled meetings to determine available manpower for following week's schedule and to get progress reports on jobs.</li> <li>• Prepares trial schedules on manpower availability and review with staff.</li> <li>• Investigates unusual schedule deviations, trends, or variations in manpower and material expediting; informs staff of need to reschedule or take corrective action.</li> <li>• Assists on staff studies relating to methods and procedures for work scheduling and material procurement.</li> <li>• Performs other related duties as assigned.</li> </ul>

Attachment: Job Descriptions (6017 : Request Approval to Create or Revise Job Descriptions Which Will Be Effective October 26, 2016)

**MAINTENANCE SCHEDULER****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: 10/10/16 CH; BOARD APPROVED:

## MAINTENANCE SCHEDULER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Maintenance Scheduler – PTS



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2205  
Instructional

FLSA: Exempt

**COORDINATOR, OTHER – ASSISTIVE TECHNOLOGY**

**REPORTS TO:**  
Exceptional Student Education Specialist

**SUPERVISES:**  
Not Applicable

**QUALIFICATIONS:**  
Master’s degree from an accredited college or university. State certification in Exceptional Student Education or a related field. Five (5) years of related professional experience in assistive technology, including Prek-12. Demonstrated knowledge of best practices in assistive technology in an educational setting.

**MAJOR FUNCTION**

Assists the ESE Specialist with overall coordination of assistive technology services to students.

**ESSENTIAL RESPONSIBILITIES**

- Promotes the consideration of assistive technology needs for all students in the IEP process
- Facilitates the assessment of assistive technology needs for all students in the IEP process
- Provides guidance in the detailed documentation of assistive technology in the IEP
- Provides guidance in the implementation of assistive technology
- Promotes progress monitoring of assistive technology effectiveness
- Assists in the provision of professional development for assistive technology
- Disseminates assistive technology procedures and guidelines
- Guides service providers in understanding their role regarding assistive technology
- Demonstrates the competencies needed to support quality assistive technology services
- Evaluates existing district assistive technology services and makes modifications as needed
- Keeps inventory of equipment
- Assists the extended school year program in providing the necessary assistive technology for students
- Collaborates with the Department of Education regarding implementation of state and regional initiatives
- Develops and implements a plan for personal professional development to include up-to-date research in the field
- Participates in relevant professional organizations and conferences throughout the year
- 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: 09/11/16 CH; BOARD APPROVED:

Attachment: Job Descriptions (6017 : Request Approval to Create or Revise Job Descriptions Which Will Be Effective October 26, 2016)

## COORDINATOR, OTHER – ASSISTIVE TECHNOLOGY

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				

Coordinator, Other – Assistive Technology - INS



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: D05

FLSA: Non-Exempt  
PESPA

<b>ANIMAL CARETAKER</b>
<b>REPORTS TO:</b> School Administrator
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from high school or possession of a GED, plus (1) year of experience performing most of the above mentioned duties or an equivalent combination of education, training, and experience.
<b>MAJOR FUNCTION</b>
Under the direction of the veterinary teachers, is responsible for the health, welfare, and upkeep of the animals and their shelters, as well as feeding and caring for animals and their shelters on non-school days.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Waters and feeds animals on campus</li> <li>• Cleans and sanitizes all small and large animal housing areas daily</li> <li>• Administers medication and/or treatment</li> <li>• Monitors animal housing facilities for safety, cleanliness and sanitation</li> <li>• Observes animals for illness or injury</li> <li>• Communicates and reports to veterinary teachers any instances of illness, injury, and/or unsafe conditions</li> <li>• Communicates and reports to veterinary teachers any need for feed, medication, or supplies</li> <li>• Performs other related duties as assigned</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 09/11/16 CH; BOARD APPROVED:

Attachment: Job Descriptions (6017 : Request Approval to Create or Revise Job Descriptions Which Will Be Effective October 26, 2016)

## ANIMAL CARETAKER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Animal Caretaker - PESPA

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6014)**

October 25, 2016

**TO:** MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

**SUBJECT:** Request Approval of the Following Special Project:  
A. State Personnel Development Grant (SPDG) Sub-award Agreement  
\$158,575.00

**BACKGROUND:**

This agreement provides dollars to support participating secondary schools in implementing the Strategic Instruction Model (SIM) and/or Check and Connect initiatives in order to increase proficiency and graduation rates of students with Individual Educational Plans (IEP). This is the fifth year of support provided to schools in Pinellas County.

**STRATEGIC DIRECTION:** Student Achievement

**ALTERNATIVES:**

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

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

Results reported by teachers who participated in at least one session of professional development (Spring, 2016) show that both students with disabilities and students without disabilities are benefitting from instruction using Content Enhancement Routines (CER) and Learning Strategies (LS), which are part of the SIM. Teachers who used CERs as a re-teaching tool saw average increases in grades from 55% to 75% for students without disabilities and from 49% to 65% for students with disabilities. When using LS as an intervention, teachers saw increases from 25.9% on pre-tests to 84.2% on post-tests for students without disabilities and from 36.2% on pre-tests to 76.7% on post-tests for students with disabilities.

**FINANCIAL IMPACT:**

Federally Funded - There is no financial impact to the district operating funds.

**DATA SOURCES:**

Heather J. Wallace, Assistant School Board Attorney  
Mary R. Conage, Ed.D., Director, Special Projects  
Cindy Medici, ESE Specialist

**SUBMITTED BY:**

Lori Matway, Associate Superintendent, Student and Community Services

Request for Approval (ID # 6014)

Meeting of October 25, 2016

**ATTACHMENTS:**

- FGCU\_Budget 10.25.16 (PDF)
- Florida Gulf Coast Agreement (PDF)

A. Title of Project: State Personnel Development Grant (SPDG) Sub-award Agreement

Amount of Project: \$158,575.00

DATA SOURCE/CONTACT PERSON: Cindy Medici, ESE Specialist

Grant Proposal/Contract Developer(s): Margaret Sullivan, State Director of SPDG

Status of Project: New: Renewal: X Amendment:

Fund Source: State: Federal: X Other:

Project Starting Date: 10/1/16 Project Ending Date: 7/30/17

Students to be served/Target Audience: Students with Individual Education Plans

Performance Data, Research Findings, or Improvement Results: Results from spring 2016 show that both students with disabilities and students without disabilities benefit from the Strategic Instruction Model (SIM).

Target Schools: Azalea MS, Bay Point MS, Calvin Hunsinger, Dunedin Highland MS, Oak Grove MS, Seminole MS, Gibbs HS, Largo HS, Pinellas HS, and all Pinellas High School Science teachers

Budget:

Personnel (Salaries & Fringe)	\$ 93,440.00
<ul style="list-style-type: none"> <li>• 50% School Social Worker</li> <li>• Professional development stipends</li> </ul>	
Materials & Supplies	\$ 30,000.00
Travel & Registrations	\$ 28,060.00
<ul style="list-style-type: none"> <li>• Office of Special Education Programs State and regional meetings</li> <li>• SIM Professional Leaders' Conference</li> <li>• Annual Florida SIM professional Development meeting</li> <li>• Monthly site visits for professional development and technical assistance</li> </ul>	
Indirect Costs (Federal Funds Only)	\$ 7,075.00
<b>TOTAL</b>	<b>\$158,575.00</b>

Attachment: FGCU\_Budget 10.25.16 (6014 : Request Approval of the Following Special Project:)

**SUBAWARD AGREEMENT**  
**SUBAGREEMENT #: ORSP –12041-17-PCS**

By and Between:

**PINELLAS COUNTY  
SCHOOLS**  
301 4<sup>th</sup> Street SW  
Largo, FL 33770

and

**FLORIDA GULF COAST UNIVERSITY  
BOARD OF TRUSTEES**  
10501 FGCU Blvd South  
Fort Myers, FL 33965-6565

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This SUBAWARD AGREEMENT (AGREEMENT) is entered into by FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES, a public body corporate of the State of Florida, hereinafter referred to as “PRIME AWARDEE” and **PINELLAS COUNTY SCHOOLS**, a public body corporate of the State of Florida, hereinafter referred to as “SUBAWARDEE,” for support to the grant entitled *State Personnel Development Grant*.

**WHEREAS**, the PRIME AWARDEE is in need of collaboration with SUBAWARDEE to provide professional development targeting improved outcomes for students with disabilities; and

**WHEREAS**, the SUBAWARDEE has considerable experience in providing such services; and

**WHEREAS**, The PRIME AWARDEE is desirous of establishing an agreement for the provision of said services with the SUBAWARDEE.

**NOW THEREFORE**, for consideration of the mutual promises, covenants, and obligations contained herein, the PRIME AWARDEE retains the SUBAWARDEE to undertake certain activities described in **Attachment 1** in connection with the award to the PRIME AWARDEE by the **Florida Department of Education**, (SPONSOR), Award # **361-1703A-4C001**. The parties hereto agree as follows:

**I. TERMS:**

SUBAWARDEE shall commence performance of the conditions of this AGREEMENT on the 1<sup>st</sup> Day of October, 2016 and shall complete performance of this AGREEMENT to the satisfaction of PRIME AWARDEE no later than the **31st day of July 2017**. This AGREEMENT may be amended upon PRIME AWARDEE’S receipt of additional funding by SPONSOR.

**II. PERFORMANCE:**

SUBAWARDEE agrees to perform all services and furnish all labor at their risk, assuming full responsibility for completion of the services and providing the deliverables required for the not-to-exceed amount stated in Section III. Unless it is detailed and stated below, no compensation will be provided for additional reimbursable expenses. SUBAWARDEE agrees to provide services to the PRIME AWARDEE as specified in the Deliverables, attached hereto as Attachment 1A and 1B and incorporated by reference herein, and as included in the prime award from SPONSOR. SUBAWARDEE agrees to promptly notify PRIME AWARDEE if SUBAWARDEE wishes to change the Scope of Work as described in Attachment 1A and 1B.

Without invalidating this Agreement, PRIME AWARDEE may order changes in the services to be performed within the general scope of this Agreement consisting of additions, deletions, or other revisions, provided that the AGREEMENT price and time shall be adjusted accordingly. All such changes in the services, agreement price and performance periods shall be authorized by a written Addendum to this AGREEMENT, executed by both parties hereto and shall be executed under the applicable conditions of the Agreement.

### III. PAYMENT:

This is a **cost-reimbursable** AGREEMENT for **\$158,575**. Carryover of unexpended balances into future budget periods is not allowed. PRIME AWARDEE's obligation to pay under this AGREEMENT is contingent upon the obligation of funds by the SPONSOR. Payment shall be made in accordance with UNIVERSITY Rule Prompt Payment to Vendor, which provides for payment to vendor within forty (40) days after receipt of an acceptable invoice and receipt, inspection, and approval of the services provided in accordance with the terms and conditions of this AGREEMENT.

Invoices are to be submitted to PRIME AWARDEE in accordance with the instructions provided on Attachment 2, Sample Invoice.

### IV. TRAVEL AND REIMBURSABLE EXPENSES:

Will there be additional travel related, supply, or service related reimbursements?  Yes  No  
 If yes, please detail these expenses below:

### V. ACCOUNTING:

SUBAWARDEE and PRIME AWARDEE shall keep and maintain accurate records as to performance of all services required pursuant to this AGREEMENT, and of all transactions relating to this AGREEMENT.

### VI. INSURANCE:

SUBAWARDEE shall, at its own expense, obtain and maintain at all times during the term of this AGREEMENT, general insurance issued by a responsible insurance company, with coverage limits of not less than one hundred thousand dollars (\$100,000.00) per occurrence to cover such claims or liability caused by, or arising out of, activities of SUBAWARDEE and its agents, and/or employees while engaged in the performance of this AGREEMENT. SUBAWARDEE shall furnish certificates of insurance, evidencing that such insurance has been procured. This clause is not applicable to State of Florida agencies and divisions that have liability responsibilities specified in Florida Statute Section 768.28.

### VII. INDEMNIFICATION AND HOLD HARMLESS:

To the extent allowable by law, SUBAWARDEE agrees to indemnify and hold harmless UNIVERSITY, its governing board, officers, employees, and agents against all costs, losses, damages,

liability, claims, expenses, damages, demands, fees, fines, penalties, suits, proceedings, actions and costs of actions, which may arise as a result of the negligent acts of SUBAWARDEE's officers, employees and agents alleged to have occurred during the performance of the services required under this contract. Notwithstanding, SUBAWARDEE assumes no liability beyond that allowed by Florida Statutes Section 768.28.

#### **VIII. TERMINATION**

This AGREEMENT may be canceled by the PRIME AWARDEE without prior notice for refusal by the SUBAWARDEE to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the SUBAWARDEE in conjunction with this AGREEMENT.

This AGREEMENT may be canceled by either party upon no less than thirty (30) days notice, with or without cause; notice shall be delivered by certified mail, return receipt requested; by commercial carrier with signature required; or in person with proof of delivery. In case of cancellation, only the percent of satisfactory progress actually achieved (as defined in Attachment 2) to the date of cancellation will be due and payable to the SUBAWARDEE.

#### **IX. DEFAULT:**

The failure of either party to this AGREEMENT to comply with any of the provisions herein shall place that party in default. Prior to terminating this AGREEMENT, the non-defaulting party shall notify the defaulting party in writing, stating the provision or provisions that give rise to the default. The defaulting party shall be entitled to a period of thirty (30) days from the receipt of the Notice of Default to cure the default. In the event said default is not timely cured, the non-defaulting party may immediately terminate this AGREEMENT by written notice. The failure of either party to exercise this right shall not be construed as a waiver of such right in the event of further default or non-compliance.

#### **X. ADDITIONAL TERMS AND CONDITIONS**

Additional Terms and Conditions specific to this AGREEMENT are found in the Attachments to this AGREEMENT.

#### **XI. GOVERNING LAWS:**

This AGREEMENT is subject to the laws of the State of Florida, the applicable regulations of the Board of Trustees, and any provisions herein, in conflict therewith, shall be void and of no effect.

#### **XII. SEVERABILITY:**

In the event any provision of this AGREEMENT shall be held invalid or unenforceable by any court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.

#### **XIII. INDEPENDENT SUBAWARDEE:**

It is understood and agreed that nothing contained herein is intended or should be construed as in any way making SUBAWARDEE the agent, representative or employee of PRIME AWARDEE for any purposes in any manner whatsoever. Moreover, SUBAWARDEE is not entitled to any of the benefits received by PRIME AWARDEE, its agents, representatives or employees. SUBAWARDEE is, and shall remain an independent consultant with respect to all services performed under this AGREEMENT. SUBAWARDEE is bound by the terms and conditions of this AGREEMENT and PRIME AWARDEE expects SUBAWARDEE to hold any subconsultant to the same standard.

#### **XIV. GOVERNMENT REGULATIONS:**

To the extent applicable, SUBAWARDEE agrees that it will comply with:

- A. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving or benefiting from federal financial assistance.
- B. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance.
- C. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
- D. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
- E. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
- F. Executive Order 11246 of September 24, 1965 as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor, which prohibit discrimination in government employment on the basis of race, creed, color or national origin.
- G. The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 219 et seq. covering rehabilitation measures for Vietnam Veterans.
- H. Section 413.036 of the Florida Statutes, which provides for the procurement of services from a qualified nonprofit agency for the blind or for the other severely handicapped.
- I. Chapter 760, Florida Statutes, which prohibits discrimination on the basis of race, color, religion, sex, national origin, age, handicap, or marital status.

- J. All regulations, guidelines, and standards as are now or may be lawfully adopted under the above statutes or any other applicable federal, state, and local laws, ordinances, rules and regulations pertaining to the performance of services under this AGREEMENT

**XV. ASSIGNMENT:**

SUBAWARDEE shall not assign (by operation of law, change of control or otherwise) any part of this AGREEMENT without the prior written consent of PRIME AWARDEE. Additionally, SUBAWARDEE shall not employ sub-consultants without the advance written consent of PRIME AWARDEE.

**XVI. FORCE MAJEURE:**

No default, delay, or failure to perform on the part of SUBAWARDEE or PRIME AWARDEE shall be considered a default, delay or failure to perform otherwise chargeable hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to: strikes, lockouts, or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, or default of common carrier.

**XVII. VENUE:**

This AGREEMENT and any disputes hereunder, shall be construed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida.

**XVIII. CAPTIONS:**

Captions may be inserted only as a matter of convenience and for reference, and in no way define, limit, nor describe the scope of this AGREEMENT or the intent or content of any provisions contained herein.

**XIX. ENTIRE AGREEMENT:**

This AGREEMENT constitutes the entire agreement between the parties, and no addition, modification or amendment hereto shall be effective unless in writing and executed by the parties hereto. Moreover, any representations or statements heretofore made with respect to such subject matter, whether verbal or written are merged herein.

**XX. PUBLIC ENTITY CRIME:**

A person or vendor who has been placed on the convicted vendor list by the Department of Management Services, State of Florida, may not submit a bid to provide any goods or services, submit a bid for construction or repair of a building, submit a bid for leases of real property or be awarded or perform work as a SUBAWARDEE, supplier, or sub-SUBAWARDEE to Florida Gulf Coast University for a period of 36 months from the date of being placed on the convicted vendor list.

**XXI. LOBBYING:**

SUBAWARDEE is prohibited from using funds provided under this AGREEMENT for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

## **XXII. AUDIT REPORTS**

SUBAWARDEE agrees to comply with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. SUBAWARDEE further agrees to provide PRIME AWARDDEE with copies of any of the independent auditors' reports that present instances of non-compliance with federal laws and regulations, which bear directly on the performance, or administration of this AGREEMENT. In cases of such non-compliance, SUBAWARDEE will provide copies of responses to auditors' reports and a plan for corrective action. All records and reports prepared in accordance with the requirements of OMB Circular A-133 shall be available for inspection by the PRIME AWARDDEE or the SPONSOR during normal business hours.

SUBAWARDEE agrees to comply with the requirements of the Florida Single Audit Act (Chapter 215.97 Florida Statutes). This Act sets audit requirements for non-state entities that receive state financial assistance equal to or in excess of \$300,000 in any fiscal year. Such entities must obtain an audit by an independent auditor in accordance with auditing standards stated in the rules of the Auditor General of the State of Florida. The audit shall be conducted in accordance with the requirements of the Act and the rules of the Executive Office of the Governor, the Comptroller and the Auditor General. The Act applies to non-state entities that receive start awards directly from a state-awarding agency (FGCU) and to non-state agencies that receive state awards through another non-state entity.

SUBAWARDEE shall be responsible for payment of any and all audit exceptions that are identified by the audit agency.

## **XXIII. NOTICES:**

All notices and all other matters pertaining to this agreement requiring delivery to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when received by the addressees at the following addresses.

### **FLORIDA GULF COAST UNIVERSITY**

Dr. Tachung Yih  
Associate Vice president for Research and  
Dean of Graduate Studies  
Florida Gulf Coast University  
10501 FGCU Blvd South  
Fort Myers, Florida 33965-6565  
239-590-7020 (voice)  
239-590-7024 (fax)  
[tcvih@fgcu.edu](mailto:tcvih@fgcu.edu)

### **PINELLAS COUNTY SCHOOLS**

Tari Connell  
301 Fourth Street, SW  
Largo, FL 33770  
Voice: (727) 588-6000  
e-mail: [connellt@pcsb.org](mailto:connellt@pcsb.org)

**XXIV. DISCLAIMER:**

This AGREEMENT is not binding upon the State of Florida or FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES until it has been signed by the President of FLORIDA GULF COAST UNIVERSITY or by a person with a specific delegation of authority to sign on the President's behalf and by a duly authorized representative of SUBAWARDEE.

**XXV. RECEIPT:**

SUBAWARDEE hereby acknowledges receipt of a copy of this AGREEMENT and certifies that the undersigned is authorized to execute this AGREEMENT.

SUBAWARDEE hereby certifies, to the best of its knowledge and belief, that it and its Directors and/or Principal Officers are not employed and/or affiliated with FLORIDA GULF COAST UNIVERSITY, unless a current conflict of interest form or dual compensation form is approved and on file. SUBAWARDEE agrees to promptly notify PRIME AWARDEE if a conflict of interest arises or an established conflict of interest management plan changes.

**XXVI. SUBSUBAWARDEE CERTIFICATION:**

SUBAWARDEE is to return the completed Subcontractor Certification Form (Attachment 3) as an attachment to the signed AGREEMENT.

**XXVII. PRIME AWARDEE GRANT GUIDELINES:**

Attachment 4 contains those portions of the prime agreement from the SPONSOR to Florida Gulf Coast University Board of Trustees that flow down to SUBAWARDEE. The PRIME AWARDEE and SUBAWARDEE are also to comply with the procedures contained in the Florida Department of Education *Project Application and Amendment Procedures for Federal and State Programs* (Green Book) found at <http://www.fldoe.org/comptroller/gbook.asp>.

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 SIGNATURE PAGE FOLLOWS

**XXVIII. ORDER OF PRECEDENCE**

When the Terms and Conditions of this AGREEMENT conflict with the standard Terms and Conditions of the attached Purchase Order, the Terms and Conditions of this AGREEMENT shall take precedence.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**PINELLAS COUNTY SCHOOLS**

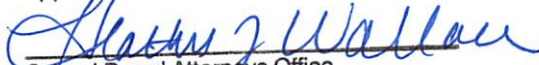
**FLORIDA GULF COAST UNIVERSITY  
BOARD OF TRUSTEES**

By: \_\_\_\_\_  
[Signature]

By:  \_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Printed/Typed Name and Title of Signor]

Dr. Tachung Yih, Assoc. VP for Research  
[Printed/Typed Name and Title of Signor]

Approved As To Form:  
  
School Board Attorneys Office

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Attachment: Florida Gulf Coast Agreement (6014 : Request Approval of the Following Special Project:)

**Attachment 1-A**  
**Pinellas County Schools**

**Statement of Work**  
**Florida's State Personnel Development Grant (SPDG)**  
*Successful Graduates*

**Check and Connect Project**  
*District & School Responsibilities*

**LEA Supervisor Responsibilities**

- Represent the LEA and its interests in implementation of the site action plans with fidelity
- Facilitate funding flow from district to school personnel, ensure invoices are generated at least every 3 months and arrange for personnel to be oriented to district policies on travel, professional development and human resource requirements, as needed,
- Oversee the work of the school teams
- Participate in Check and Connect trainings
- Ensure selection of a team at each participating school site (School Site Team) to include school site administrator, general and exceptional student education representatives, student services personnel, dropout prevention personnel/graduation coach and Check and Connect lead mentor or coordinator
- Ensure appropriate school site personnel participate in Check and Connect orientations and trainings and encourage continued professional development as appropriate in subsequent years
- Ensure a clear process is communicated to participating employees on how to obtain master in-service points for Check & Connect training and share this information with SPDG personnel supporting the district and schools
- Provide clear expectations that trained personnel implement Check and Connect program
- Support the delivery of orientations to Check and Connect for families in collaboration with parent organization subcontractor and develop and implements plans to ensure parent involvement with Check and Connect efforts
- Ensure schools meet reporting deadlines and provide required data
- Provide access to district and state level student performance data and ensures the implementation of data collection activities accurately and consistently as defined in the action plan
- Meet quarterly with the Check and Connect Project Manager
- Develop a district plan for sustaining Check and Connect implementation by the middle of the second year of implementation
- Review district policies and procedures for general and exceptional education to ensure they are consistent with Check and Connect implementation
- **School Site Team Responsibilities** (Include school principal or designee as a member of the team)
- Compile and review student data related to drop out, graduation, and proficiency rates for students with IEPs
- Develop a School Site Action Plan, oversee implementation of the plan, and monitor results

- Develop a Communication Plan for sharing outcomes and process with stakeholders
- Establish student eligibility criteria for Check and Connect
- Identify Check and Connect Mentors and assign caseloads
- Ensure Mentors have time and access to eligible students and families
- Ensure Mentors have access to collect student data and assist with collection of data concerning fidelity of implementation
- Participate in in Check and Connect training (1-day Preparation and Implementation)
- Provide ongoing support to C&C Coordinator
- Meet regularly with the Check and Connect Project Manager or Facilitator to review implementation efforts, data, and adjust strategies as needed
- Conduct a quarterly review of data in conjunction with Check and Connect Project Manager or Facilitator and LEA Supervisor

#### **Coordinator Responsibilities (typically 8 hours per month)**

- Participate in C&C Preparation and Implementation Training (1 day), Mentor training (2 days) and Coordinator Orientation (1 day) in year one. Attend Coordinator Retreat (1 day) in second year of implementation.
- Serve as member of the site leadership team.
- Work as liaison with C&C Project Manager or Facilitator.
- Oversee fidelity of implementation at site. This includes: collect and review monitoring forms on a monthly basis, complete Mentor fidelity summary online each month and submit all monitoring forms by the 10<sup>th</sup> of the following month.
- Deliver support and supervision to Mentors including a monthly meeting to discuss program status and share success, and a monthly workshop to address requests from Mentors or further build skills
- Serve as point person for C&C at the school and problem solve solutions to barriers which may arise

#### **Mentor Responsibilities (typically 45-60 minutes per week to support 1 mentee)**

- Attend Check and Connect Mentor Training (2 days year 1) and annual Refresher Blasts (1 day)
- Work with the Lead Mentor/Coordinator, Check and Connect Project Manager and Institute for Community Integration, Univ. of Minn. personnel to increase personal proficiency in the delivery of Check and Connect program components (activities may include on-site or virtual coaching and modeling, or video reflection)
- Maintain a Check and Connect monitoring sheet weekly for each student on caseload
- Implement C & C according to site action plan and provide personalized interventions and targeted strategies based on check data to meet the needs of the students on the mentor's caseload.
- Complete an anonymous online survey regarding the school site administrator's demonstration of support for the initiative and a self-assessment.

#### **Student Responsibilities**

- Participate in Check and Connect program, meet with assigned Mentor and participate in daily problem solving and goal setting.
- Collect and monitor personal data as appropriate per individual

- Complete satisfaction survey

### *SPDG Project Manager or Facilitators*

The C&C Project manager is responsible for the successful implementation of the SPDG project. This includes C&C fidelity of implementation in targeted schools/districts across the state. This individual collaborates with the Check & Connect Project Coordinator at the University of Minnesota-Institute of Community Integration (UM-ICI).

#### **C&C Project Personnel Responsibilities**

Oversee delivery of professional development based on school site Action Plans

Monitor implementation of data collection procedures and conduct monthly and/or quarterly review with appropriate personnel

Deliver technical assistance and/or problem solve with schools site teams and/or LEA supervisor to address concerns and barriers as they arise

Orientation for newly hired personnel will be supported through access to online modules wherever possible and linkage with professional development opportunities being held elsewhere in the state.

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6006)**

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October 25, 2016

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 July 31, 2016

**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:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the Financial Statements.
2. Do not approve the Financial Statements.

**RECOMMENDATIONS:**

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.

**FINANCIAL IMPACT:**

There is no financial impact to the district.

**DATA SOURCES:**

Catherine N. Davidson, CPA, Director of Accounting

**SUBMITTED BY:**

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

**ATTACHMENTS:**

- Financial Statements (July 2016) (PDF)

# PINELLAS COUNTY SCHOOLS

## OPERATING SUMMARY BY FUNCTION

For the Month Ending July 31, 2016

11.7.a

BUDGET  
2016-2017

Account Number	Description	Original 16-17 Budget*	Year to Date Rev/Expend	Encumbrances	Budget Balances
<b>REVENUES</b>					
100	FEDERAL	\$310,000		---	\$310,000
200	FEDERAL THROUGH STATE	3,500,000	0	---	3,500,000
300	STATE	384,862,733	32,853,121	---	352,009,612
400	LOCAL	439,027,267	1,157,401	---	437,869,866
700	NON REVENUE SOURCES	32,300,000		---	32,300,000
	NON-SPENDABLE	3,815,077			3,815,077
	RESTRICTED	24,914,701			24,914,701
	ASSIGNED	24,135,843			24,135,843
	UNASSIGNED	15,419,419			15,419,419
					0
<b>TOTAL REVENUE AND FUND BALANCE</b>		<b>\$928,285,040</b>	<b>\$34,010,522</b>	<b>---</b>	<b>\$894,274,518</b>
<b>EXPENDITURES</b>					
5000	INSTRUCTIONAL SERVICES	\$570,144,899	\$10,221,337	\$10,837,506	\$549,086,056
6100	PUPIL SERVICES	33,252,211	692,640	67,373	32,492,198
6200	INSTRUCTIONAL MEDIA	6,624,203	88,410	97,510	6,438,282
6300	INSTR & CURRIC DEVELOPMENT	11,496,015	434,420	125,578	10,936,017
6400	INSTRUCTIONAL STAFF DEVELOP	11,251,332	128,765	324,539	10,798,027
6500	INSTRUCTIONAL TECHNOLOGY	6,878,480	268,435	0	6,610,045
7100	BOARD OF EDUCATION	1,290,232	844,397	9,192	436,643
7200	GENERAL ADMINISTRATION	2,944,241	235,168	55,067	2,654,005
7300	SCHOOL ADMINISTRATION	56,212,942	1,923,136	428,104	53,861,703
7400	FACILITIES ACQ & CONSTRUCTION	1,350,761	130,688	915,653	304,420
7500	FISCAL SERVICES	4,218,167	230,013	207,623	3,780,530
7600	FOOD SERVICES	337,006	2,356	0	334,650
7700	CENTRAL SERVICES	12,946,795	662,332	787,931	11,496,532
7800	TRANSPORTATION	32,830,814	1,140,171	64,131	31,626,512
7900	OPERATION OF PLANT	76,041,528	7,819,844	686,574	67,535,111
8100	MAINTENANCE OF PLANT	21,522,981	1,154,964	3,281,356	17,086,661
8200	ADMINISTRATIVE TECHNOLOGY	4,760,262	152,823	165,229	4,442,210
9100	COMMUNITY SERVICES	768,971	18,307	1,541	749,122
9200	DEBT SERVICE	113,200			113,200
9700	TRANSFERS	0			0
	<i>Totals: Apprpr., Expend. &amp; Encumb.</i>	<b>\$854,985,040</b>	<b>\$26,148,207</b>	<b>\$18,054,908</b>	<b>\$810,781,925</b>
	NON-SPENDABLE	4,000,000			4,000,000
	RESTRICTED	25,500,000			25,500,000
	ASSIGNED	25,300,000			25,300,000
	UNASSIGNED	18,500,000			18,500,000
<b>TOTAL EXPENDITURES AND FUND BALANCE</b>		<b>\$928,285,040</b>	<b>\$26,148,207</b>	<b>\$18,054,908</b>	<b>\$884,081,925</b>

EXCESS OF REVENUES OVER EXPENDITURES

\$7,862,315

\*Approved at Second Public Hearing on September 13, 2016

Subject to minor rounding

Attachment: Financial Statements (July 2016) (6006 : Financial Statements)

# PINELLAS COUNTY SCHOOLS

## OPERATING SUMMARY BY OBJECT

For the Month Ending July 31, 2016

BUDGET  
2016-2017

Account Number	Description	Original 16-17 Budget*	Year to Date Rev/Expend	Encumbrances	Budget Balances
<b>REVENUES</b>					
100	FEDERAL	\$310,000	\$0	---	\$310,000
200	FEDERAL THROUGH STATE	3,500,000	0	---	3,500,000
300	STATE	384,862,733	32,853,121	---	352,009,612
400	LOCAL	439,027,267	1,157,401	---	437,869,866
700	NON REVENUE SOURCES	32,300,000	0	---	32,300,000
	NON-SPENDABLE	3,815,077			3,815,077
	RESTRICTED	24,914,701			24,914,701
	ASSIGNED	24,135,843			24,135,843
	UNASSIGNED	15,419,419			15,419,419
TOTAL REVENUE AND FUND BALANCE		<u>\$928,285,040</u>	<u>\$34,010,522</u>	<u>---</u>	<u>\$894,274,518</u>
<b>EXPENDITURES</b>					
100	SALARIES	\$517,639,889	6,752,444		\$510,887,445
200	EMPLOYEE BENEFITS	161,988,834	8,787,293		153,201,541
300	PURCHASED SERVICES	91,818,794	7,492,161	7,932,110	76,394,523
400	ENERGY SERVICES	23,782,939	1,365,263	68	22,417,608
500	MATERIALS AND SUPPLIES	32,771,722	1,038,207	6,681,930	25,051,585
600	EQUIPMENT OTHER EXPENSES	21,158,256	245,236	3,345,775	17,567,246
700	OTHER EXPENSES	5,824,605	467,603	95,024	5,261,977
900	TRANSFERS				0
	<i>Totals: Appropri., Expend. &amp; Encumb.</i>	<u>\$854,985,040</u>	<u>\$26,148,207</u>	<u>\$18,054,908</u>	<u>\$810,781,925</u>
	NON-SPENDABLE	4,000,000			4,000,000
	RESTRICTED	25,500,000			25,500,000
	ASSIGNED	25,300,000			25,300,000
	UNASSIGNED	18,500,000			18,500,000
TOTAL EXPENDITURES AND FUND BALANCE		<u>\$928,285,040</u>	<u>\$26,148,207</u>	<u>\$18,054,908</u>	<u>\$884,081,925</u>
EXCESS OF REVENUES OVER EXPENDITURES			<u>\$7,862,315</u>		

\*Approved at Second Public Hearing on September 13, 2016

Subject to minor rounding

# PINELLAS COUNTY SCHOOLS

## FOOD SERVICE SUMMARY

For the Month Ending July 31, 2016

BUDGET  
2016-2017

Account Number	Description	Original 16-17 Budget*	Year to Date Rev/Expend	Encumbrances	Budget Balances
<b>REVENUES</b>					
100	FEDERAL			---	\$0
200	FEDERAL THROUGH STATE	42,017,850	618,188	---	41,399,662
300	STATE	502,461		---	502,461
400	LOCAL	7,572,328	31,910	---	7,540,418
700	NON REVENUE SOURCES			---	0
	NON-SPENDABLE				0
	RESTRICTED	(2,728,585)			(2,728,585)
	TOTAL ESTIMATED REVENUE			---	0
	AND FUND BALANCE	<u>\$47,364,054</u>	<u>\$650,097</u>	---	<u>\$46,713,957</u>
<b>EXPENDITURES</b>					
100	SALARIES	\$14,323,049	229,567		\$14,093,482
200	EMPLOYEE BENEFITS	5,661,194	273,012	437,031	4,951,151
300	PURCHASED SERVICES	2,371,243	102,757		2,268,487
400	ENERGY SERVICES	894,000	5,078		888,922
500	MATERIALS AND SUPPLIES	22,915,372	168,617	172,292	22,574,462
600	EQUIPMENT OTHER EXPENSES	1,260,270	18,834	163,073	1,078,364
700	OTHER EXPENSES	140,550	11,668		128,882
900	TRANSFERS				0
	<i>Totals: Appropri., Expend. &amp; Encumb.</i>	<u>\$47,565,678</u>	<u>\$809,532</u>	<u>\$772,396</u>	<u>\$45,983,750</u>
	NONSPENDABLE				0
	UNASSIGNED	(201,624)			(201,624)
	TOTAL EXPENDITURES				
	AND FUND BALANCE	<u>\$47,364,054</u>	<u>\$809,532</u>	<u>\$772,396</u>	<u>\$45,782,126</u>
	EXCESS OF EXPENDITURES OVER REVENUES		<u>(\$159,435)</u>		

\*Approved at Second Public Hearing on September 13, 2016

Subject to minor rounding

# PINELLAS COUNTY SCHOOLS

## FINANCIAL SUMMARY - ALL FUNDS

For the Month Ending July 31, 2016

	2016-2017 Original Budget*	Year-to-Date Expenditures	Percent of Budget Expended	Percent of Approp. Expended	Encumbrances	Budget Balance	Percent of Budget Remaining
Operating	\$928,285,040	\$26,148,207	2.8%	\$0.03	\$18,054,908	\$884,081,925	95.2%
Debt Service	7,699,376		0.0%	0.0%		7,699,376	100.0%
Capital Outlay	297,205,107	2,567,908	0.9%	1.0%	34,298,139	260,339,059	87.6%
School Food Service	47,364,054	809,532	1.7%	1.7%	772,396	45,782,126	96.7%
Contracted Programs	82,691,800	2,511,874	3.0%	3.0%	1,014,128	79,165,797	95.7%
Self Insurance	134,068,024	9,415,504	7.0%	0.0%		124,652,520	#DIV/0!
Worker's Compensation	4,158,300	0	0.0%	0.0%		4,158,300	100.0%
Liability Insurance	851,700	1,126	0.1%	0.0%		850,574	
Permanent Fund	150,420		0.0%	0.0%		150,420	100.0%
<b>Totals- All Funds</b>	<b>\$1,502,473,821</b>	<b>\$41,454,152</b>	<b>2.8%</b>	<b>3.0%</b>	<b>\$54,139,572</b>	<b>\$1,406,880,097</b>	<b>93.6%</b>

\*Approved at Second Public Hearing on September 13, 2016

## PINELLAS COUNTY SCHOOLS

## COMBINED BALANCE SHEET

ALL FUND TYPES AND ACCOUNT GROUPS

For the Month Ending July 31, 2016

## ASSETS AND OTHER DEBITS

CASH	\$1,668,647
INVESTMENTS	219,320,919
TAXES RECEIVABLE	0
OTHER RECEIVABLES	1,705,358
ALLOWANCE FOR DOUBTFUL ACCOUNTS	
DUE FROM OTHERS	21,369,693
DEPOSITS RECEIVABLE	0
INVENTORY	4,591,531
PREPAID EXPENSES/ACCRUED INTEREST	2,557,688
LAND	131,371,569
BUILDINGS/FIXED EQUIPMENT	2,396,689,427
FURNITURE, FIXTURES & EQUIPMENT	150,113,735
VEHICLES	55,112,933
CONSTRUCTION IN PROGRESS	66,950,118
CAPITAL LEASES	15,741,102
COMPENSATED ABSENCES	90,691,243
OTHER AMOUNTS TO BE PROVIDED	19,127,066
TOTAL ASSETS AND OTHER DEBITS	<u>\$3,177,011,027</u>
ESTIMATED REVENUE	\$1,311,026,114
ENCUMBRANCES	54,139,572
EXPENDITURES	<u>41,454,152</u>
GRAND TOTAL	<u><u>\$4,583,630,865</u></u>

## LIABILITIES, DEFERRED INFLOWS, AND FUND EQUITIES

WAGES PAYABLE	\$0
PAYROLL DEDUCTIONS PAYABLE	15,908,673
ACCOUNTS PAYABLE	1,059,390
CONSTRUCTION CONTRACTS PAYABLE	0
DUE TO OTHERS	11,309,524
RETAINAGE PAYABLE	3,836,843
ACCRUED INTEREST PAYABLE	0
MATURED BONDS & INTEREST PAYABLE	884
DEPOSITS AND SALES TAX PAYABLE	16,451
BONDS PAYABLE & NOTES PAYABLE	25,790,455
CAPITAL LEASE OBLIG. & JUDGEMENTS	7,320,667
UNEARNED REVENUE	778,845
COMPENSATED ABSENCES	90,691,243
TOTAL LIABILITIES	<u>\$156,712,974</u>
DEFERRED REVENUE - UNAVAILABLE	36,277
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>\$36,277</u>
INVESTMENT IN FIXED ASSETS	\$2,815,978,882
NET ASSETS, RESTRICTED	19,074,500
RESERVE FOR ENCUMBRANCES	54,139,572
OTHER DESIGNATED BALANCES	37,725,612
OTHER UNDESIGNATED BALANCES	(201,624)
NON-SPENDABLE (OPERATING)	4,000,000
RESTRICTED (OPERATING)	25,500,000
ASSIGNED (OPERATING)	25,300,000
UNASSIGNED (OPERATING)	18,500,000
TOTAL FUNDS EQUITIES	<u>\$3,000,016,942</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITIES	<u>\$3,156,766,194</u>
APPROPRIATIONS	\$1,383,644,333
REVENUE	<u>43,220,338</u>
GRAND TOTAL	<u><u>\$4,583,630,865</u></u>

\*Approved at Second Public Hearing on September 13, 2016

Subject to minor rounding

Attachment: Financial Statements (July 2016) (6006 : Financial Statements)

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6007)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Request Approval of the 2015/16 Annual Financial Report

**BACKGROUND:**

The Annual Financial Report is a summary of the financial condition and financial activities of the school board for the past fiscal year. The report is retained by the district for audit purposes. A Report of Financial Data, which contains certain portions of the exhibits and schedules of the Annual Financial Report (including the "cost report", an electronic Exhibit K-14), is submitted to the Commissioner of Education, Florida Department of Education, in accordance with statutory requirements and State Board Rules, by a specified date. Please click on the following link to view the report: <http://www.pcsb.org/Page/21984>

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the 2015/16 Annual Financial Report.
2. Do not approve the 2015/16 Annual Financial Report.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

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

**FINANCIAL IMPACT:**

There is no financial impact to the district.

**DATA SOURCES:**

Cathy Davidson, CPA, Director of Accounting  
 Jeff Tarrant, General Manager, School Lunch & General Accounting  
 Kerwin Beitelshees, Financial Reporting Analyst

**SUBMITTED BY:**

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

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6009)**

October 25, 2016

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 Phoenix Engineering Group for Engineering and Contract Administration Services in Connection With Additional Services to Revise Construction Documents and Rebid Project in the Amount of \$7,570, Resulting in a Total Project Architect/Engineer (PA/E) fee of \$135,055 at St. Petersburg High School, Project No. 9043

**BACKGROUND:**

On December 8, 2015, the board approved a PA/E agreement with Phoenix Engineering Group for the replacement of the existing electrical distribution system in the amount of \$127,485.

Amendment No. 1 increases the scope of the design for the electrical distribution replacement project at St. Petersburg High School by revising both the construction documents and construction phasing plan and rebidding the project. This results in no additional construction cost and increases the PA/E fee in the amount of \$7,570. Negotiations were held with the PA/E regarding this change. 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.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

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

**FINANCIAL IMPACT:**

The financial impact of this amendment is \$7,570. The total financial impact of this project is \$1,500,000.00. The source of this funding is District Capital Outlay.

**DATA SOURCES:**

David Koperski, School Board Attorney  
 Joe Maceda, Financial Reporting Analyst  
 Bruce Stott, Senior Projects Coordinator

**SUBMITTED BY:**

Clint Herbic, Associate Superintendent, Operational Services

Request for Approval (ID # 6009)

Meeting of October 25, 2016

**ATTACHMENTS:**

- St. Petersburg HS Amendment 1 (PDF)

### AMENDMENT TO AGREEMENT

THIS AMENDMENT TO AGREEMENT, **Amendment No. 1**, made and entered into this **25<sup>th</sup> day of October, 2016**, by and between THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, hereinafter referred to as the "Board," and **Phoenix Engineering Group**, hereinafter referred to as the "Project Architect/Engineer," or the PA/E:

WITNESSETH:

WHEREAS, on December 8, 2015, 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 the existing electrical distribution system at St. Petersburg High School, Project No. 9043**, hereinafter referred to as the "Project;" and

WHEREAS, it was determined to revise the construction documents and rebid the project; and

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

WHEREAS, the original Agreement established a construction budget of **\$1,500,000**. This Amendment increases the estimated project cost to **\$1,507,570**; 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:

(1) Revise the construction documents to provide value engineering, (2) Modify the phasing of

the project, and (3) Rebid the project. This work shall conform to the Florida Building Code, PA/E Handbook, and the project Educational Specifications.

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 \$7,570**, 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 December 8, 2015, 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: \_\_\_\_\_  
Peggy L. O'Shea, Chairperson

Attest: \_\_\_\_\_  
Michael A. Grego, Ed.D.  
Superintendent

Phoenix Engineering Group  
10012 North Dale Mabry, Suite 102  
Tampa, Florida 33618

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

Title: CEO  
Rhett Jackson  
\_\_\_\_\_

print or type name

Approved as to Form:

  
School Board Attorney

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6010)**

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October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Request Approval of Substantial Completion for Reroofing of Building 2 (Cafeteria) as of September 20, 2016, at Blanton Elementary School, Project No. 9050

**BACKGROUND:**

The project architect has certified this project is substantially complete as of September 20, 2016. This date establishes the beginning of the school district's responsibilities for maintenance, cleaning, and insurance for this 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. Approve the Substantial Completion.
2. Do not approve the Substantial Completion.

**RECOMMENDATIONS:**

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.

**FINANCIAL IMPACT:**

There is no financial impact to the district.

**DATA SOURCES:**

Cliff Powers, Technical Projects Coordinator  
 William Schultz, Roof Engineering Associates  
 Neville Rowland, Advanced Roofing

**SUBMITTED BY:**

Clint Herbic, Associate Superintendent, Operational Services

**ATTACHMENTS:**

- Blanton ES, proj 9050 sub comp Form (PDF)

# AIA DOCUMENT G704-2000

## Certificate of Substantial Completion

(Instructions on reverse side)

PROJECT: REROOFING OF B2,  
(Name and address) CAFETERIA  
BLANTON ELEMENTARY  
6400 54th AVENUE NORTH  
ST. PETERSBURG, FL 33709

TO OWNER:  
(Name and address) PINELAS COUNTY SCHOOLS  
1111 S. BELCHER ROAD  
LARGO, FL 33773

PROJECT NUMBER: 15-1034/9050

CONTRACT FOR: REROOFING

CONTRACT DATE:

TO CONTRACTOR: ADVANCED ROOFING  
(Name and address) 1950 NW 22ND STREET  
FT. LAUDERDALE, FL  
33311

- OWNER
  - ARCHITECT
  - CONTRACTOR
  - FIELD
  - OTHER
- ENGINEER

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

BUILDING B2 - CAFETERIA

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:

*William Schultz*  
FL Engineer No. 43412  
9/20/16

ROOF ENGINEERING ASSOCIATES *William Schultz* 9/20/16  
ARCHITECT ENGINEER BY William Schultz DATE OF ISSUANCE

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:

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.

ADVANCED ROOFING *Neuille Rowland* 9-20-2016  
CONTRACTOR BY Neuille Rowland DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 10:00 AM (time) on 09/20/2016 (date).

PINELAS COUNTY SCHOOLS  
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's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



© 2000 AIA®  
AIA DOCUMENT G704-2000  
CERTIFICATE OF  
SUBSTANTIAL COMPLETION

Attachment: Blanton ES, proj 9050 sub comp Form (6010 : Req. Approv. Substantial Comp. Reroofing/Blanton ES)

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6011)**

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October 25, 2016

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:**

The City of Safety Harbor and Pinellas County Sheriff's Police Athletic League, Inc. 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. Risk Management has set the minimum amounts of liability protection at \$1,000,000 per person/\$2,000,000 per occurrence as allowed by School Board policy. 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 & 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.

**FINANCIAL IMPACT:**

There is no financial impact to the district.

**DATA SOURCES:**

David Koperski, School Board Attorney  
 Rick McBride, Director, Transportation  
 Joe Maceda, Financial Reporting Analyst, Facilities and Operations  
 Andy Steingold, Mayor, City of Safety Harbor  
 Lyndsey Coleman, Operations Manager, Pinellas County Sheriff's Police Athletic League, Inc.

**SUBMITTED BY:**

Clint Herbic, Associate Superintendent, Operational Services

Request for Approval (ID # 6011)

Meeting of October 25, 2016

**ATTACHMENTS:**

- VUA City of Safety Harbor (PDF)
- VUA Pinellas PAL (PDF)

VEHICLE USE AGREEMENT

THIS AGREEMENT, entered into this 25th day of October, 2016 by and between THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, hereinafter referred to as the "School Board," and the CITY OF SAFETY HARBOR, 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, 2017, 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 <http://webtrips.pinellas.k12.fl.us/webtrips/>.  
 (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 <http://webtrips.pinellas.k12.fl.us/webtrips/>.  
 (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 a certificate of the required liability insurance showing the School Board of Pinellas County, Florida as an additional insured or a certificate of self-insurance to the School Board prior to the time of any transportation under this Agreement.

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

Organization

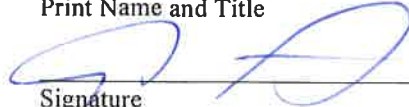
By: \_\_\_\_\_  
Chairperson

City of Safety Harbor  
Organization Name

Attest: \_\_\_\_\_  
Superintendent

Andy Steingold, Mayor  
Print Name and Title

Approved as to form:   
School Board Attorney's Office  
Bus Use Agreement - Municipalities

  
Signature

VEHICLE USE AGREEMENT

THIS AGREEMENT, entered into this 25th day of October 2016 by and between THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, hereinafter referred to as the "School Board," and the Pinellas PAL, a Florida corporation not for profit, 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, 2017, 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 http://webtrips.pinellas.k12.fl.us/webtrips/.
(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 http://webtrips.pinellas.k12.fl.us/webtrips/.
(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 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

Organization

By: Chairperson

Pinellas Sheriff's PAL Organization Name

Attest: Superintendent

Lyndsey Colman Operations Manager Print Name and Title

Approved as to form: School Board Attorney's Office

Signature Non-Profit

Bus Agreement

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6012)**

---

October 25, 2016

**TO:** MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

**SUBJECT:** Request Approval of Selling the Districts Surplus Equipment on the Public Surplus.com Internet Auction Site

**BACKGROUND:**

Periodically the district disposes of surplus property. Working surplus property has been posted for 45 days in a forum on the districts internal public server. Schools and departments have the opportunity to obtain this surplus property prior to disposal at public auction.

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the selling of the districts surplus equipment.
2. Do not approve the selling of the districts surplus equipment.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

The intent of this process is to remove surplus equipment from the districts inventory.

**FINANCIAL IMPACT:**

There is no financial impact to the district.

**DATA SOURCES:**

Lou Ann Jourdan, Budget Specialist  
 Lynn Geist, Director, Food Service  
 Brian Loewe, Coordinator, Vehicle Maintenance  
 Joe Zihala, Warehouse Coordinator

**SUBMITTED BY:**

Clint Herbic, Associate Superintendent, Operational Services

**ATTACHMENTS:**

- Warehouse Sell Items for Board Approval (PDF)



**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6013)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY  
 FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT  
 SUBJECT: Request Approval to Recycle, Cannibalize, and/or Scrap Obsolete Fixed Assets

**BACKGROUND:**

Authorization by the school board is required prior to the disposal of tagged fixed assets which are obsolete. As property tagged assets are replaced throughout the district, removing and disposing of the obsolete equipment will result in better management of space at those facilities.

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the request to dispose of the obsolete tagged fixed assets.
2. Do not approve the request to dispose of the obsolete tagged fixed assets.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

Section 274.07, Florida Statutes, requires that authority for the disposal/retirement of property be recorded in the board manual. Rule Chapter 691-73-005, Florida Administrative Code, provides that the property records should include information on property items disposed of including the date, authority, and manner of disposition. The tagged asset listed on the attached scheduled are obsolete equipment items from Surplus inventory with a disposition code of recycled, cannibalized, or scrapped.

**FINANCIAL IMPACT:**

Disposal of obsolete fixed assets generated revenue for the district.

**DATA SOURCES:**

Michel Johannesen, User Support Manager  
 Joe Maceda, Financial Reporting Analyst  
 Lou Ann Jourdan, Budget Specialist  
 Joe Zihala, Warehouse Coordinator

**SUBMITTED BY:**

Clint Herbic, Associate Superintendent, Operational Services

**ATTACHMENTS:**

- Warehouse Recycled tagged Items for board meeting (PDF)
- Warehouse Scrap-Cannibalized Items for Board Approval (PDF)

# Recycled Property Tagged Items for Board Approval

Property Tag #	Item Description	Property Tag #	Item Description	Property Tag #	Item Description	Property Tag #	Item Description
010-3984	Megaphone	032-5719	Laptop	037-1265	Laptop	307-6843	Tablet
019-8748	Calculator	032-5721	Laptop	037-6701	CPU	307-6844	Tablet
025-3796	Printer	032-5729	Laptop	037-6810	CPU	500-1048	DVD Series
027-3010	Monitor	032-5732	Laptop	037-7887	Printer		
029-6332	Projector	032-5745	Laptop	037-7887	Printer		
030-0340	Laptop	032-5747	Laptop	038-0516	CPU		
030-0344	Laptop	032-5750	Laptop	038-0556	Laptop		
030-0346	Laptop	032-5752	Laptop	038-0740	Laptop		
030-0359	Laptop	032-5754	Laptop	038-0752	Laptop		
030-0364	Laptop	032-5757	Laptop	038-1531	iPad		
030-0373	Laptop	032-5772	Laptop	038-6145	iPad		
030-0374	Laptop	032-5777	Laptop	038-6146	iPad		
030-0382	Laptop	032-5780	Laptop	038-6147	iPad		
030-0403	Laptop	032-5781	Laptop	038-6148	iPad		
030-0412	Laptop	032-5792	Laptop	038-6149	iPad		
030-0414	Laptop	032-5810	Laptop	038-6150	iPad		
030-0434	Laptop	032-5813	Laptop	038-6151	iPad		
030-0493	CPU	032-5818	Laptop	038-6153	iPad		
030-3332	Server	032-5827	Laptop	038-6154	iPad		
030-5787	CPU	033-0817	CPU	038-7559	DVR		
031-1211	Laptop	033-1075	Bioscan	038-7560	DVR		
031-1218	Laptop	033-2671	CPU	038-9307	iPad		
031-1227	Laptop	033-2674	CPU	039-4299	POS		
031-1229	Laptop	033-9249	Presenter	040-2795	Laptop		
031-1244	Laptop	033-9265	Presenter	040-4491	Laptop		
031-1245	Laptop	034-2717	POS	040-7271	Laptop		
031-1260	Laptop	034-9402	Laptop	041-4853	Laptop		
031-1261	Laptop	035-0242	Laptop	041-4862	Laptop		
031-1272	Laptop	035-0243	Laptop	041-5346	Laptop		
031-1288	Laptop	035-0863	DVR	041-5349	Laptop		
031-1290	Laptop	035-0864	DVR	041-5363	iPad		
031-1293	Laptop	035-2710	Projector	042-3572	Laptop		
032-5056	Laptop	035-7894	Laptop	042-6685	Laptop		
032-5060	Laptop	035-8478	CPU	043-6739	Laptop		
032-5062	Laptop	035-9125	Laptop	300-5878	All in One		
032-5072	Laptop	036-2135	CPU	303-3637	Tablet		
032-5073	Laptop	036-2139	CPU	303-5380	Laptop		

Attachment: Warehouse Recycled tagged items for board meeting (6013 : Req. Approv. Recycle, Cannibalize, Scrap Obsolete Fixed Assets)



**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6008)**

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Request Approval of Bids to Vendors at Prices in Bid Documents in Accordance with Bid Policies and Statutes

**ATTACHMENTS:**

- Bids 10-25-16 (PDF)

# PURCHASING AGENDA SUMMARY

**October 25, 2016**

(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

BID NUMBER	BID TITLE	BID CAT.	BID TERM	DESTINATION / REQUESTER	*FUND/ CC	**PROJECT /SUBPROJ	RECOMMENDED VENDOR	TOTAL \$ by VENDOR	TOTAL \$ of BID	COMMENTS
17-968-053	Fire Alarm System Replacement	LRB	N/A	Coachman Service Center Brian Long	0346/0730	3500/3012	S.A.I. Inc.	141,710.00	141,710.00	
17-931-042	Exhaust Hoods, Make-Up Air Units and Warewashing Hoods: Clean & Service	LRB	2 yrs.	Food Service Dept. Lynn Geist	0410/5470	9502	Triple B Cleaning, Inc.	54,500.00	54,500.00 (estimate)	
17-962-038-RA	Request for Proposals: Commercial Carrier Service	RA	1 yr.	County Wide, Skip Paquette Nick Grasso	0100/5640 School Internal Funds	2610/6053	Academy Bus LLC, Preston USA Inc.	N/A	N/A	<b>Rationale:</b> Per the terms of the original RFP, additional commercial carriers can be added after meeting minimum requirements.
17-640-050-RN	Cafeteria Paper & Supply Products	RN	1 yr.	Food Service Dept. Lynn Geist	0410/5470	9502	Peninsular Paper Company	1,600,000.00	1,600,000.00 (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

2516agensum.doc)

# PURCHASING AGENDA SUMMARY

**October 25, 2016**

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BID NUMBER	BID TITLE	BID CAT.	BID TERM	DESTINATION / REQUESTER	*FUND/ CC	**PROJECT /SUBPROJ	RECOMMENDED VENDOR	TOTAL \$ by VENDOR	TOTAL \$ of BID	COMMENTS
17-968-093-RN	Garbage & Trash Collection Service for Unincorporated Areas	RN	2 yrs.	County Wide Rodger Williams	Various	Various	Progressive Waste Solutions of Florida, Inc. Republic Services of Florida, L.P. D/B/A Republic Services of Tampa	Unknown	600,000.00 (estimate)	
17-968-091-RN	Intrusion Detection System Installations	RN	1 yr.	County Wide Rodger Williams	Various	Various	Mission Critical Solutions of Tampa, Inc.	500,000.00	500,000.00 (estimate)	
17-968-094-RN	Concrete Slabs & Walkways: Installed	RN	1 yr.	County Wide Rodger Williams	Various	Various	United Tile Contractors of Florida, Inc.	335,000.00	335,000.00 (estimate)	
17-165-054-RN	Color Point / Low Temp Serving Line Equipment	RN	1 yr.	Food Service Dept. Lynn Geist	0410/5470	9502	TriMark Strategic Foodservice Design Equipment and Supplies	300,000.00	300,000.00 (estimate)	
17-968-092-RN	Variable Frequency Drive Repairs	RN	1 yr.	County Wide Rodger Williams	Various	Various	Drivetech, Inc. RJH Technical Services, Inc.	Unknown	125,000.00 (estimate)	

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Key to Categorical Sources:

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# PURCHASING AGENDA SUMMARY

**October 25, 2016**

(School Board Meeting Date)

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BID NUMBER	BID TITLE	BID CAT.	BID TERM	DESTINATION / REQUESTER	*FUND/ CC	**PROJECT /SUBPROJ	RECOMMENDED VENDOR	TOTAL \$ by VENDOR	TOTAL \$ of BID	COMMENTS
17-785-072-RN	Diplomas	RN	3 yrs.	High School Education/Rita Vasquez	5100/5850	2680/4106	Herff Jones, LLC.	50,000.00	50,000.00 (estimate)	
17-071-095-SC	Buses, Propane	SC	N/A	Transportation Dept. / Rick McBride	0377/5590	3299/3373	Florida Transportation Systems, Inc.	4,262,400.00	4,262,400.00	<b>Rationale:</b> Utilizing FDOE bid #2016-1 for 40 buses without lifts.
17-205-080-SS	Sole Source Software License	SS	31 mos.	Middle School Education Dept. Dywayne Hinds	0100/5730	1180/6235	Edmentum, Inc.	171,365.51	171,365.51	<b>Rationale:</b> Edmentum has the right to sell, distribute and market Plato Courseware and, with limited exceptions, is the sole source and sole provider of Plato Courseware.

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2516agensum.doc)

# PURCHASING AGENDA SUMMARY

**October 25, 2016**

(School Board Meeting Date)

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BID NUMBER	BID TITLE	BID CAT.	BID TERM	DESTINATION / REQUESTER	*FUND/ CC	**PROJECT /SUBPROJ	RECOMMENDED VENDOR	TOTAL \$ by VENDOR	TOTAL \$ of BID	COMMENTS
17-480-090-SS	Sole Source Curriculum Materials	SS	1 yr.	Exceptional Student Education/Jane E. Golding	0420/6600	E341	American Reading Company	101,600.00	101,600.00	<b>Rationale:</b> The vendor holds the copyrights and distribution rights to these materials
17-480-085-SS	Sole Source Copyrighted Materials	SS	1 yr.	ESOL Department/ Natasa Karac	5100/6260	E947 E946	Houghton Mifflin Harcourt	64,099.56	64,099.56	<b>Rationale:</b> The vendor holds the copyrights and distribution rights to these materials

\*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

2516agensum.doc)

Packet Pg. 140

11.14.a

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

School Board Meeting of: **October 25, 2016**

**Bid No:** 17-968-053

**Bid Title:** Fire Alarm System Replacement

**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:** thru  N/A - One Time Purchase

**Contract Value:** \$ 141,710.00

**Contract Type:**  Estimated Dollar Amount  Firm, Fixed Dollar Amount  Firm, Fixed Unit Prices  Firm, Fixed Fees or Discounts

<b>Renewal Options:</b>	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term 6-months	<input type="checkbox"/> Length of Each Term - year	<input checked="" type="checkbox"/> None

**\* Rationale/Reason**

\_\_\_\_\_

Reason for Submittal to Board Under Separate Cover:

\_\_\_\_\_

Bidders Solicited: 3 Bids Received: 2 Late Bids: 0 Rejected Bids: 0  N/A - Bids Not Required

**Submitted By:** Linda M. Balcombe, CPPO, CPPB **For:** Coachman Service Center  
**Title:** Director, Purchasing Department

**Requested By:** Craig D. Pollei **Buyer:** Christine Roney  
**Title:** Director of Facilites, Planning, Design & Construction Department

**Recommended award by vendor as follows:**

**S.A.I., INC.**

Provide labor and materials to replace the fire alarm system as per plans and specifications.

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

11.14.a

**School Board Meeting of: October 25, 2016**

**Bid No:** 17-931-042

**Bid Title:** Exhaust Hoods, Make-up Air Units and Warewashing Hoods: Clean & Service

**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:** 11/11/16 thru 11/10/18  N/A - One Time Purchase

**Contract Value:** \$ 54,500.00

**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	2 - year	

\* **Rationale/Reason**

\_\_\_\_\_

**Reason for Submittal to Board Under Separate Cover:**

\_\_\_\_\_

Bidders Solicited: 44 Bids Received: 4 Late Bids: 0 Rejected Bids: 0  N/A - Bids Not Required

**Submitted By:** Linda M. Balcombe, CPPO, CPPB **For:** Food Service Department  
**Title:** Director, Purchasing Department

**Requested By:** Lynn Geist **Buyer:** Jena Grage  
**Title:** Director, Food Service Department

**Recommended award by vendor as follows: (see attached)**

Attachment: Bids 10-25-16 (6008 : Bids)

**TRIPLE B CLEANING, INC. (V- 22114)**

Provide all labor, materials and parts to service, clean and inspect **Cafeteria Exhaust Hood Equipment, Fresh Air Units and Warewashing Hoods** at various locations county wide, on an as needed basis, in accordance with the bid specifications.

Cost Center	Facility/School	Phone	Exhaust Hood Size W X L	Warewashing Hood Size W X L	Est. Cleaning Times Per Year	Unit Price
0040	Administration Bldg.	588-6000	11'6" x 9'	5' x 4'6"	2	\$200.00
0051	Anona Elementary	588-4730	7' x 5'		1	250.00
0051	Anona Elementary		4' x 4'		1	0.00
0111	Azalea Elementary	893-2187	11' x 9'		1	200.00
0121	Azalea Middle	893-2606	23' x 11'		1	200.00
0131	Bardmoor Elementary	547-7824	16' x 10'		1	200.00
0151	Bauder Elementary	547-7829	16' x 11'	3' x 4'6"	1	200.00
0161	Bay Point Elementary	552-1449	13' x 10'		1	200.00
0171	Bay Point Middle	893-1153	23' x 11'		1	200.00
0231	Bay Vista Fundamental Elementary	893-2335	8' x 8'		1	200.00
0251	Bayside High	507-4730	13' x 15'		1	300.00
0271	Bear Creek Elementary	893-2332	7'8" x 7'8"		1	200.00
0321	Belcher Elementary	538-7437	7' x 7'6"	3'6" x 3'6"	1	250.00
0371	Belleair Elementary	469-5983	12' x 5'		1	0.00
0391	Blanton Elementary	547-7820	8' x 8'		1	200.00
0431	Boca Ciega High	893-2780	22' x 15'	4' x 8'	1	200.00
0441	Brooker Creek Elementary	943-4600	10' x 15'		1	200.00
1801	Calvin Hunsinger School	469-4260	6'9" x 4'6"		1	200.00
0481	Campbell Park Elementary	893-2650	14' x 10'		1	200.00
0531	Carwise Middle	724-1442	12' x 4'6"	6'6" x 3'	1	200.00
0531	Carwise Middle		24' x 4'6"		1	0.00
0731	Clearwater Fundamental Middle	298-1609	11' x 12'		1	200.00
0711	Clearwater High	298-1620	15' x 8'		1	300.00
3341	Clearwater Intermediate School	298-1616	17' x 5'3"		1	200.00
0751	Countryside High	725-7956	27' x 9'6"		1	300.00
0811	Cross Bayou Elementary	547-7834	11' x 9'		1	250.00
0811	Cross Bayou Elementary		4' x 5'6"		1	0.00

Cost Center	Facility/School	Phone	Exhaust Hood Size W X L	Warewashing Hood Size W X L	Est. Cleaning Times Per Year	Unit Price
0851	Curlew Creek Elementary	724-1423	17' x 5'		1	200.00
3131	Curtis Fundamental Elementary	738-6483	17' 6" x 14'10"		1	200.00
6261	Cypress Woods Elementary	538-7325	20' x 7'	5'10" x 3'6"	1	200.00
0991	Davis, Leila G., Elementary	725-7972	17' x 5'		1	200.00
0981	Disston Academy	893-1115	4'6" x 6'8"		1	200.00
1031	Dixie Hollins High	547-7876	20' x 11'		2	350.00
1031	Dixie Hollins High		17'6" x 5'6"		1	0.00
1821	Doug Jamerson Elementary	552-1703	15' x 10'		1	200.00
1071	Dunedin Elementary	738-2990	23' x 7'		1	200.00
1081	Dunedin High	469-4100	6' x 6'		1	400.00
1081	Dunedin High		6' x 4'6"		1	0.00
1081	Dunedin High		34' x 5'6"		1	0.00
1091	Dunedin Highland Middle	469-4112	23' x 11'		1	200.00
6181	East Lake High	942-5419	14' x 5'		1	400.00
6181	East Lake High		14' x 5'		1	0.00
6181	East Lake High		12' x 5'		1	0.00
1131	Eisenhower Elementary	725-7978	17' x 7'		1	200.00
1211	Fairmount Park Elementary	893-2132	15' x 10'		1	200.00
1281	Fitzgerald Middle	547-4526	6' x 4'		1	250.00
1281	Fitzgerald Middle		8'6" x 5'		1	0.00
1331	Forest Lakes Elementary	813-891-0785	15' x 10'		1	200.00
1341	Frontier Elementary	538-7335	14' x 10'		1	200.00
1361	Fuguitt Elementary	588-3576	8' x 9'6"		1	200.00
1481	Garrison-Jones Elementary	469-5716	23' x 5'		1	200.00
1531	Gibbs High	893-5452	14' x 10'		1	350.00
1531	Gibbs High		16' x 4'6"		1	0.00
6311	Gulf Beaches Elementary	223-8949	5' x 3'6"		1	250.00
6311	Gulf Beaches Elementary	223-8949	5'6" x 3'8"		1	0.00
1691	Gulfport Elementary	893-2643	14' x 10'			200.00
1811	High Point Elementary	538-7440	13'6" x 10'6"		1	200.00
1781	Highland Lakes Elementary	724-1429	23' x 4'6"		1	200.00
4061	Hopkins, John Middle	893-2400	19'6" x 5'		1	250.00

Cost Center	Facility/School	Phone	Exhaust Hood Size W X L	Warewashing Hood Size W X L	Est. Cleaning Times Per Year	Unit Price
4061	Hopkins, John Middle		17'6" x 5'		1	0.00
4061	Hopkins, John Middle		6'6"x6'3"		1	0.00
6361	Kings Highway Elementary	893-2630	7' x 9'		1	200.00
6281	Lake St George Elementary	669-1161	20' x 7'	6' x 4'	1	200.00
1961	Lakeview Fundamental Elem.	893-2139	9' x 4'6"		1	200.00
2021	Lakewood Elementary	893-2196	15' x 10'		1	200.00
2031	Lakewood High	893-2916	18' x 5'6"		1	300.00
2081	Largo High	588-3758	6' x 32'3"	4' x 5'3"	1	300.00
0141	Largo Middle	588-4600	16' x 9'	4' x 4'6"	1	200.00
2141	Lealman Ave Elementary	570-3020	16'8" x 5'3"		1	200.00
2151	Lealman Innovation Academy	528-5802	15' x 15'		1	200.00
1421	Lynch Elementary	570-3170	15'6" x 10'		1	200.00
2261	Madeira Beach Fund. (El./Middle)	547-7697	16'9" x 9'3"		1	200.00
2281	Maximo Elementary	893-2191	20'4" x 5'		1	200.00
2301	McMullen Booth Elementary	669-1800	14'10" x 9'10"		1	200.00
2321	Meadowlawn Middle	570-3097	23' x 11'		1	200.00
2371	Melrose Elementary	893-2175	11' x 10'6"		1	200.00
2431	Mildred Helms Elementary	588-3569	7' x 8'	3'6" x 3'6"	1	200.00
2531	Mt Vernon Elementary	893-1815	9'6" x 7'6"		1	200.00
4591	New Heights Elementary	521-5350	17'6" x 10'6"		1	200.00
2581	Nina Harris Exceptional	547-7850	13' 8" x 5'	3'6" x 3'6"	1	200.00
2691	North Shore Elementary	893-2181	23'6" x 5'2"	6'5" X 3'	1	200.00
2641	Northeast High	570-3138	10' x 6'		1	400.00
2641	Northeast High		16' x 10'		1	0.00
2641	Northeast High		7' x 11'6"		1	0.00
2791	Northwest Elementary	893-2147	9' x 14'		1	200.00
2861	Oak Grove Middle	524-4430	23' x 10'		1	200.00
2921	Oakhurst Elementary	588-6801	13'6" x 9'		1	200.00
2961	Oldsmar Elementary	813-855-7316	10'6" x 13'6"		1	200.00
3021	Orange Grove Elementary	547-7845	13' x 4'		1	200.00
3031	Osceola Fundamental High	547-7717	9' x 5'		1	400.00
3031	Osceola Fundamental High		5'6" x 4'6"		1	0.00

Cost Center	Facility/School	Phone	Exhaust Hood Size W X L	Warewashing Hood Size W X L	Est. Cleaning Times Per Year	Unit Price
3031	Osceola Fundamental High		13' x 9'		1	0.00
3041	Osceola Middle	547-7689	21' x 4'6"		1	250.00
3041	Osceola Middle		4' x 8'		1	0.00
3071	Ozona Elementary	724-1589	14' x 10'		1	200.00
3191	Palm Harbor Middle	669-1146	21' x 4' 6"	4' x 5'	1	200.00
4681	Palm Harbor University HS	669-1131	19' x 6'		1	400.00
4681	Palm Harbor University HS		14' x 6'		1	0.00
4681	Palm Harbor University HS		21' x 5'3"		1	0.00
3281	Pasadena Fundamental Elementary	893-2646	7'6" x 4'3"		1	250.00
3281	Pasadena Fundamental Elementary		6'6" x 5'		1	0.00
1471	Perkins Elementary	893-2117	15' x 10'		1	200.00
3361	Pinellas Central Elementary	547-7853	11' X 10'		1	200.00
3391	Pinellas Park Elementary	547-7888	20' X 4'6"		1	200.00
3421	Pinellas Park High	538-7410	10' X 2'6"		1	350.00
3421	Pinellas Park High		26' x 9'6"		1	0.00
3411	Pinellas Park Middle		8' x 8'		1	200.00
2821	Pinellas Secondary School	549-6550	20'8" x 5'		1	200.00
3431	Plumb Elementary	469-5976	11' x 11'7"	3' x 3'6"	1	200.00
3461	Ponce de Leon Elementary	588-3573	7' x 6'		1	250.00
3461	Ponce de Leon Elementary		4' x 4'		1	0.00
4351	Rawlings ,Marjorie K. Elementary	547-7828	23' x 5'5"		1	200.00
3511	Ridgecrest Elementary	588-3580	21' x 5'2"	7' x 3'6"	1	200.00
3731	Safety Harbor Elementary	724-1462	18' x 5'		1	200.00
3741	Safety Harbor Middle	724-1400	23' x 11'		1	200.00
3851	San Jose Elementary	469-5956	5' x 8'		1	250.00
3851	San Jose Elementary		4' x 4'		1	0.00
3761	Sanderlin, James B., PK-8 School	552-1700	15' x 10'		1	200.00
3231	Sanders, Richard L. School	547-7728	4'5" x 4'9"		1	250.00
3231	Sanders, Richard L School		7' x 4'6"		1	0.00
3871	Sandy Lane Elementary	469-5974	13'10" x 4'	5'8" x 3'8"	1	250.00
3871	Sandy Lane Elementary		11'9" x 4'		1	0.00
3751	Sawgrass Lake Elementary	570-3121	23' x 5'3"		1	200.00

Cost Center	Facility/School	Phone	Exhaust Hood Size W X L	Warewashing Hood Size W X L	Est. Cleaning Times Per Year	Unit Price
3911	Seminole Elementary	547-7668	14' x 9'	5'3" x 3'	1	200.00
3921	Seminole High	547-7536	20'6" x 11'		1	350.00
3921	Seminole High		16' x 7'		1	0.00
3931	Seminole Middle	547-4520	14'6" x 9'		1	200.00
3961	Seventy-Fourth St Elementary	893-2120	9' x 9'6"	4' x 3'10"	1	200.00
1261	Sexton, John M. Elementary	570-3400	15' x 10'		1	200.00
4021	Shore Acres Elementary	570-3173	23' X 6'		1	200.00
4121	Skycrest Elementary	469-5987	24'10" x 5'3"	3' x 3'	1	250.00
4171	Skyview Elementary	547-7857	8'6" x 8'6"		1	0.00
3781	St Petersburg High	893-1842	25'6" x 5'8"		1	350.00
3781	St Petersburg High		4' x 8'		1	0.00
4331	Starkey Elementary	547-7841	13' x 11'		1	200.00
0681	Stephens, Paul B., School	725-7982	13'9" x 5'	3'6" x 3'6"	1	200.00
4381	Sunset Hills Elementary	943-5523	14' x 10'		1	200.00
6271	Sutherland Elementary	724-1466	20' x 7'	7' x 4'	1	200.00
4491	Tarpon Springs Elementary	943-5500	13'6" x 10'8"		1	200.00
4661	Tarpon Springs Fund. Elementary	943-5508	10' x 5'		1	200.00
4521	Tarpon Springs High	943-4900	6'6" x 4'		1	400.00
4521	Tarpon Springs High		26' x 4'6"		1	0.00
4521	Tarpon Springs High		3' x 5'6"		1	0.00
4581	Tarpon Springs Middle	943-5511	22' x 10'		1	200.00
4631	Thurgood Marshall Fund. Middle	552-1737	23' x 11'		1	200.00
4611	Tyrone Middle	893-1819	8' x 5'		1	200.00
4701	Walsingham Elementary	588-3519	13'10" x 4'	5' x 3'6"	1	200.00
0450	Walter Pownall Service Ctr.	547-7100	13' x 5'		1	200.00
4771	Westgate Elementary	893-2144	21' x 5'3"	7' x 3'6"	1	200.00
4931	Woodlawn Elementary	893-1857	10'6" x 10'6"		1	200.00

**ADDITIONAL UNIT PRICING:**

Unit pricing below will be used when service and replacement parts are necessary on fresh air makeup units or exhaust hoods. The hourly rates & discount shall remain firm for the term of contract.

	<u>Straight Time</u>	<u>Overtime Rate</u>	<u>Holiday Rate</u>
Labor Rates:	<u>\$40.00/hour</u>	<u>\$60.00/hour</u>	<u>\$80.00/hour</u>
Markup for Parts & Materials:	<u>5%</u>		

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

**School Board Meeting of: October 25, 2016**

**Bid No:** 17-962-038-RA

**Bid Title:** Commercial Carrier Service

**Original Bid No:** 15-962-259-RFP

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:** 09/23/16 thru 09/22/17  N/A - One Time Purchase

**Contract Value:** \$ N/A

**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**

Per the terms of the original RFP, additional commercial carriers can be added after meeting minimum requirements.

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:** Paula Texel **Buyer:** Mark Shuman, CPPO, CPPB  
**Title:** Assistant Superintendent, Human Resources Services

**Recommended award by vendor as follows: (see attached)**

Per the original RFP, new vendors may petition the Purchasing Department during the contract period to be added to the list of qualified vendors. The committee reviewed the submittals and approved the following to be added, giving schools additional choices for field trips and athletic activities.

**CATEGORY 1: IN COUNTY TRAVEL (PINELLAS COUNTY ONLY)**

<b>DESCRIPTION</b>	<b>Academy Bus LLC (V-33882)</b>	<b>Preston USA, Inc. (V-29088)</b>
4 Hour Trip Flat Rate: 47/50 Passenger Bus	\$495.00	\$550.00
4 Hour Trip Flat Rate: 51/55 Passenger Bus	\$495.00	\$550.00
4 Hour Trip Flat Rate 56+ Passenger Bus	\$495.00	N/A
5 Hour Trip Flat Rate: 47/50 Passenger Bus	\$575.00	\$650.00
5 Hour Trip Flat Rate: 51/55 Passenger Bus	\$575.00	\$650.00
5 Hour Trip Flat Rate: 56+ Passenger Bus	\$575.00	N/A
6 Hour Trip Flat Rate: 47/50 Passenger Bus	\$690.00	\$700.00
6 Hour Trip Flat Rate: 51/55 Passenger Bus	\$690.00	\$700.00
6 Hour Trip Flat Rate: 56+ Passenger Bus	\$690.00	N/A
Cost per time increment to be added to, or deducted from the above rates for in-county trips which vary from the time durations listed above, per hour	\$ 28.75 per every 15 minutes	\$85.00 per Hour
Flat Cancellation Fee if Less Than 72 Hours	\$175.00	40% of Price, No Fee if Rescheduled

**CATEGORY 1: IN COUNTY TRAVEL ADDITIONAL PRICING**

<b>DESCRIPTION</b>	<b>Academy Bus LLC (V-33882)</b>	<b>Preston USA, Inc. (V-29088)</b>
	N/A	N/A

**CATEGORY 2: LIMOUSINE PRICING FOR IN COUNTY TRAVEL (PINELLAS COUNTY ONLY)**

<b>DESCRIPTION</b>	<b>Academy Bus LLC (V-33882)</b>	<b>Preston USA, Inc. (V-29088)</b>
Limousine Make and Model	N/A	2008 4D Chrysler
Passenger Capacity	N/A	8
Price per hour	N/A	\$100.00
Minimum Hours	N/A	3

Attachment: Bids 10-25-16 (6008 : Bids)

**CATEGORY 3: OUT OF COUNTY TRAVEL**

<b>DESCRIPTION</b>	<b>Academy Bus LLC (V-33882)</b>	<b>Preston USA, Inc. (V-29088)</b>
Per Hour 4 hour trip minimum: 38 Passenger Bus	\$125.00	N/A
Per Hour 4 hour trip minimum: 47/50 Passenger Bus	\$130.00	\$125.00
Per Hour 4 hour trip minimum: 51/55 Passenger Bus	\$130.00	\$125.00
Per Hour 4 hour trip minimum; 56+ Passenger Bus	\$130.00	N/A
Per Hour (over 4 hours, less than 10 hours): 38 Passenger Bus	\$110.00	N/A
Per Hour (over 4 hours, less than 10 hours):47/50 Passenger Bus	\$115.00	\$100.00
Per Hour (over 4 hours, less than 10 hours):51/55 Passenger Bus	\$115.00	\$100.00
Per Hour (over 4 hours, less than 10 hours): 56+ Passenger Bus	\$115.00	N/A
Per Hour (over 10 hours, less than 15 hours):38 Passenger Bus	\$110.00	N/A
Per Hour (over 10 hours, less than 15 hours):47/50 Passenger Bus	\$115.00	\$100.00
Per Hour (over 10 hours, less than 15 hours):51/55 Passenger Bus	\$115.00	\$100.00
Per Hour (over 10 hours, less than 15 hours):56+ Passenger Bus	\$115.00	N/A

Attachment: Bids 10-25-16 (6008 : Bids)

**CATEGORY 3: OUT OF COUNTY TRAVEL**

<b>DESCRIPTION</b>	<b>Academy Bus LLC (V-33882)</b>	<b>Preston USA, Inc. (V-29088)</b>
Mileage Rate per Mile over 250 Miles	\$4.00	\$3.25
Daily Rate – Multiple Night Trips (2 Day) 38 Passenger Bus	\$1100.00	N/A
Daily Rate – Multiple Night Trips (2 Day) 47 Passenger Bus	\$1200.00	\$1200.00
Daily Rate - Multiple Night Trips (2 Day) 55 Passenger Bus	\$1200.00	\$1300.00
Daily Rate: Multiple Night Trips (2 Day) 56+ Passenger Bus	\$1200.00	N/A
Daily Rate – Multiple Night Trips (3 Day) 38 Passenger Bus	\$1100.00	N/A
Daily Rate – Multiple Night Trips (3 Day) 47 Passenger Bus	\$1200.00	\$1200.00
Daily Rate - Multiple Night Trips (3 Day) 55 Passenger Bus	\$1200.00	\$1300.00
Daily Rate: Multiple Night Trips (3 Day) 56+ Passenger Bus	\$1,200.00	N/A
Relief Driver	\$300.00-\$700.00	N/A

Attachment: Bids 10-25-16 (6008 : Bids)

**CATEGORY 3: OUT OF COUNTY TRAVEL**

DESCRIPTION	Academy Bus LLC (V-33882)	Preston USA, Inc. (V-29088)
Parking Fees:		
Disney Parks	\$25.00	\$25.00
Universal Parks	\$22.00	\$0.00
Busch Gardens/Sea World	\$20.00	\$0.00
Strawberry Festival	\$10.00	\$10.00
MOSI	\$5.00	\$5.00
Premium Flat Rate Grad Night:	\$2280.00	\$1450.00
Flat Cancellation Fee if Less Than 72 Hours	\$175.00	40% of Price, No Fee if Rescheduled

**CATEGORY 3: OUT OF COUNTY TRAVEL ADDITIONAL PRICING**

DESCRIPTION	Academy Bus LLC (V-33882)	Preston USA, Inc. (V-29088)
	N/A	N/A

Attachment: Bids 10-25-16 (6008 : Bids)

PURCHASING AGENDA ITEM

School Board of Pinellas County, Florida

School Board Meeting of: **October 25, 2016**

**Bid No:** 17-640-050-RN

**Bid Title:** Cafeteria Paper & Supply Products

**Original Bid No:** 16-640-040

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:** 01/01/17 thru 12/31/17  N/A - One Time Purchase

**Contract Value:** \$ 1,600,000.00

**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 6-months	<input type="checkbox"/> Length of Each Term - year	<input checked="" type="checkbox"/> None
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**\* 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 **For:** Food Service Department  
**Title:** Director, Purchasing Department

**Requested By:** Lynn Geist **Buyer:** Jena Grage  
**Title:** Director, Food Service Department

**Recommended award by vendor as follows:** (see attached)

Attachment: Bids 10-25-16 (6008 : Bids)

**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	\$1.88
2	BAG, PAPER 6#	Waxed white paper bags, 6#, automatic bottom	CASE	STEWART SUTHERLAND PEO6PP	1000	Removed from bid, no longer using
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	\$2.03
4	BAG, FOOD, ZIP CLOSE TOP, SMALL	Plastic food bag, clear poly, zip close top, approximate size 6" x 6"	CASE	ELKAY F20606	1000	\$1.52
5	BAG, FRENCH FRY	White paper French fry bag, grease resistant, no imprint, top opening only, approximate size 4 ½" x 3 ½"	CASE	STEWART SUTHERLAND 03WC	2000	\$1.27
6	BAG, PAPER 5#	White paper bags, 5#m unwaxed	CASE	DURO	500	\$1.27
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	\$1.78
8	BAG, PRINTED CHEESEBURGER	Clear high density poly bag, printed "CHEESEBURGER", 6 ½" x 7"	CASE	ELKAY DP657CHB	2000	\$1.27
9	BAG, PRINTED CHICKEN	Clear high density poly bag, printed "CHICKEN", 6 ½" x 7"	CASE	ELKAY DP657CHK	2000	\$1.27
10	BAG, PRINTED HAMBURGER	Clear high density poly bag, printed "HAMBURGER", 6 ½" x 7"	CASE	ELKAY DP657HAM	2000	Removed from bid, no longer using

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 ½" x 7"	CASE	ELKAY DP5258HDG	2000	Removed from bid, no longer using
12	BAG, PRINTED MY PLATE	Clear high density poly bag, 5 color printed My Plate design, alternating color bags, 6 ½" x 7"	CASE	AEP 2K650MP	2000	\$1.27
13	BAG, SANDWICH	Dry wax paper sandwich bag, 6 ¾" x 6 ¾"	CASE	STEWART SUTHERLAND 204-2	2000	\$1.32
14	BOWL, 5 OZ	Black 5 oz styrofoam bowl with lip, laminated with polystyrene	CASE	DART 5BWBQ	1000	\$1.88
15	BOWL, SIDE SALAD	8 oz round salad bowl, clear, fluted	CASE	DOUGLAS-STEPHNS 408-15	2000	\$2.54
16	BOWL, FRUIT	5 oz round fruit bowl, clear, fluted	CASE	DOUGLAS-STEPHNS 405-10	2000	\$2.54
17	LID, SALAD AND FRUIT BOWLS	Dome lid to fit bid items 15 and 16, good snap fit	CASE	DOUGLAS-STEPHNS L-42	2000	\$2.54
18	BOWL, 12 OZ W/LIP	Black 12 oz styrofoam bowl with lip, laminated with polystyrene	CASE	DART 12BWBQ	1000	Removed from bid, no longer using
19	BOWL, 12 OZ, NO LIP	Styrofoam soup bowl, 12 oz without lip, unlaminated	CASE	DART 12SJ20	500	\$1.78
20	BOWL, 10 OZ, NO LIP	Styrofoam soup bowl, 10 oz without lip, unlaminated	CASE	DART 10B20	1000	\$2.03
21	LID, SOUP BOWLS	Vented lid to fit bid items 19 and 20	CASE	DART 20JL	1000	\$1.78
22	BOWL, 20 OZ, DINNERWARE	Black 20 oz styrofoam bowl, laminated, square dinnerware	CASE	GENPAK SQ70	500	\$2.29
23	LID, 20 OZ BOWL	Clear plastic lid to fit bid item 22, good snap fit	CASE	GENPAK SQ97	500	\$2.29

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
24	BOX, PIZZA 16"	Corrugated white pizza box, graphic on lid, 16" x 16" x 1.87"	CASE	STRONGHAVEN CSB16WK	50	\$1.52
25	BOX, PIZZA 7"	Corrugated pizza box, clear window, stock print, 7" x 7" x 1.5"	CASE	ARVCO	250	Removed from bid, no longer using
26	CARDBOARD CIRCLE 16"	16" corrugated cardboard circle	CASE	STRONGHAVEN PCB16WK	125	\$1.78
27	CONTAINER, DEEP CLAMSHELL	Clear plastic hinged container, 1 compartment, approximate 7.8" x 5.3" x 3"	CASE	DART C19UT1	250	\$1.88
28	CONTAINER, MEDIUM CLAMSHELL	Clear plastic hinged container, 1 compartment, approximate 7.6" x 7.6" x 2.9"	CASE	DART C90PST1	250	\$2.03
29	CONTAINER, SMALL CLAMSHELL	Clear plastic hinged container, 1 compartment, approximate 8.2" x 3.8" x 2.8"	CASE	DART C19UT1	250	\$2.03
30	CONTAINER, PAPER SOUP	Paper soup container, combo pack with lid, 8 oz, stock design	CASE	DOPECO 18263	250	Removed from bid, no longer using
31	CONTAINER, SMALL FOAM	Black foam food container, 5" x 5" x 3", insulated, hinged, rounded, pressed foam rib bottom	CASE	DART 50HT1	500	Removed from bid, no longer using
32	CONTAINER, CLEAR SALAD	Clear plastic salad container, 1 compartment, 6.5" x 5" x 1"	CASE	PARPAK 21896	1000	\$2.03
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	\$2.03
34	LID, CONTAINERS	Clear plastic lid to fit items 32 and 33	CASE	PARPAK 21939	1000	\$2.29
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	\$1.78
36	COVER, BUN PAN RACK	Cover for bun pan rack, plastic for food, approximate size 52" x 80", on roll	CASE	INTEPLAST BRC52X80	50	\$1.78

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
37	CUP, 2 OZ PORTION	Poly cup, 2 oz portion, round base, firmly constructed top to bottom, translucent	CASE	DART 200PC	2500	\$2.03
38	LID, 2 OZ CUP	Lid for bid item 37, good snap fit, non-slotted	CASE	DART 200PCL	2500	\$2.03
39	CUP, 4 OZ SQUARE	Black plastic 4 oz. cup, square with lip	CASE	PARPAK 21927	2500	\$1.78
40	CUP, 6 OZ SQUARE	Black plastic 6 oz. cup, square with lip	CASE	PARPAK 21860	2000	Removed from bid, no longer using
41	LID, 4 OZ CUP	Lid for bid items 39 and 40, good snap fit, non-slotted	CASE	PARPAK 29332	2500	\$2.54
42	CUP, 8 OZ RECTANGLE	Black plastic 8 oz portion cup, rectangle with lip, 12.5 mil	CASE	PARPAK 21980	1000	\$2.03
43	LID, 8 OZ RECTANGLE	Lid for bid item 42, good snap fit, non-slotted	CASE	PARPAK 21879	1000	\$2.03
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	\$2.03
45	LID, 5 OR 5.5 OZ CUP	Lid for bid item 44, good snap fit, non-slotted	CASE	DART 400PCL	2500	\$2.29
46	CUP, 8 OZ FOAM	8 oz foam cup	CASE	DART 8J8	1000	\$1.78
47	LID, 8 OZ CUP	Lid for bid item 46, good snap fit, vented	CASE	DART 8JL	1000	\$1.52
48	CUP, 16 OZ CLEAR	Clear plastic 16 oz cup, must have fitted insert and flat lid available	CASE	FABRIKAL NC16S	1000	\$2.29
49	CUP, 12 OZ CLEAR	Clear plastic 12 oz cup, must have fitted insert and flat lid available	CASE	FABRIKAL NC12S	1000	\$2.29
50	INSERT, 2 OZ	Clear plastic 2 oz insert for bid items 48 and 49	CASE	FABRIKAL C14	1000	\$2.29
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	\$2.29

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	Removed from bid, no longer using
53	LID, 12 OZ FOAM CUP	Vented lid to fit bid item 52, good snap fit	CASE	DART 12JL	1000	Removed from bid, no longer using
54	CUP, 10 OZ FOAM	10 oz foam cup, thin walled, super insulating, hot drink graphics	CASE	DART 10J10H	1000	Removed from bid, no longer using
55	LID, 10 OZ FOAM CUP	Vented lid for bid item 54, good snap fit	CASE	DART 10JL	1000	Removed from bid, no longer using
56	CUP, 16 OZ FOAM	16 oz foam cup	CASE	DART 16J16	1000	\$2.29
57	CUP, 20 OZ FOAM	20 oz foam cup	CASE	DART 20J16	500	Removed from bid, no longer using
58	LID, 16 OZ AND 20 OZ FOAM CUP	Slotted lid for bid items 56 and 57, good snap fit	CASE	DART 16SL	1000	\$2.03
59	CUP, 1 OZ PAPER	1 oz paper portion cup, pleated	CASE	GENPAK F100	5000	\$2.03
60	DISH, 8 OZ CASSEROLE	Black foam 8 oz casserole dish for hot food	CASE	DART 8CDBQR	1000	\$2.03
61	LID, CASSEROLE	Dome lid to fit bid item 60, good snap fit	CASE	DART CL8CD	1000	\$2.29
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	Removed from bid, no longer using
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	Removed from bid, no longer using
64	LID, DESSERT, FLAT	Flat lid for bid item 62, good snap fit	CASE	FABRIKAL LKC16/24F	1000	Removed from bid, no longer using
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	\$1.78

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
66	FILM, 12" X 12"	Perforated clear PVC film, 12" x 12", all purpose, 1600 sheets per roll, dispenser box	ROLL	AEP 30011212	1	\$1.78
67	FILM, 16" X 16"	Perforated clear PVC film, 16" x 16", all purpose, dispenser box	ROLL	AEP 30011616	1	\$1.78
68	FOIL, ALUMINUM	Aluminum foil, 18" x 500', heavy-duty, in cutter dispenser box	ROLL	WESTERN 297	1	\$1.78
69	FILTERS, COFFEE	Coffee filters	CASE	BUNN BNNTA	504	\$2.03
70	FOOD PAIL, ORIENTAL PINT	Oriental food pail, pint, no wire handle, stock print	CASE	ROCKTENN 16MWPAGODAM	450	Removed from bid, no longer using
71	LINER, CUPCAKE	Cupcake liners, baking paper, 4.5" diameter	PACKAGE	ROYAL RP200-45	500	Removed from bid, no longer using
72	LINER, PAN	White pan liner for baking, 16.375" x 24.375"	CASE	HANDIWACKS PL-25-1	1000	\$2.03
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	\$2.03
74	PACKET, NAPKIN & SPIKED STRAW	Napkin & spiked straw kit, wrapped in clear food grade film, single service	CASE	NUTRIBON 3656	1000	\$1.78
75	PACKET, SPORK, SPIKED STRAW, NAPKIN	Napkin, spork, spiked straw kit, wrapped in clear food grade film, single service	CASE	NUTRIBON 3608P	1000	\$1.78
76	PACKET, SPOON, SPIKED STRAW, NAPKIN	Napkin, spoon, spiked straw kit, wrapped in clear food grade film, single service	CASE	NUTRIBON 6013P	1000	\$1.78
77	PAPER, DELI, WHITE	Dry wax sandwich wrap, 15" x 15"	CASE	CUSTOM PKG PPC1515	3000	Removed from bid, no longer using
78	PAPER, DELI, RED CHECK	Dry wax deli paper, red check, 8" x 10.75", flat pack	CASE	CUSTOM PKG 8X10REDCHECK	5000	\$2.54

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
79	PAPER, PATTY	Treated patty paper, 5.5" x 5.5"	BOX	HANDIWACKS P-55	1000	Removed from bid, no longer using
80	PLATE, 6" FOAM	6" round plate, foam-laminated polystyrene, black	CASE	DART 6PBQR	1000	\$1.78
81	PLATE, 10"	10" Round plate, 3-compartment, foam-laminated polystyrene, black	CASE	GENPAK LAM13-3L	500	\$2.03
82	PLATTER	Black platter, foam-laminated polystyrene, approximately 7" x 9"	CASE	DART 9PRBQR	500	\$1.78
83	SCOOP, FRENCH FRY	Scoop for portioning and serving French fries, 4.5 oz, flat bottom	CASE	SCT 0723	1000	Removed from bid, no longer using
84	SCOOP, POPCORN CHICKEN	Scoop for portioning and serving food, approximate 4.5" x 4", "pop-up", flat bottom	CASE	SCT 45PINE	1000	Removed from bid, no longer using
85	STIRRER, COFFEE	Coffee stirrer, 5", poly, stripe	BOX	CARDINAL 50P	1000	\$1.02
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	\$2.03
87	STRAW, SLIM	Slim plastic milk straw, translucent, individually wrapped, approximately 5.25"	CASE	D & W MSW24-500S	12,000	Removed from bid, no longer using
88	STRAW, JUMBO	Jumbo plastic straw, translucent, individually wrapped, 7.75"	BOX	D & W DSJW24-500T	500	\$1.02
89	STRAW, JUMBO SHORT	Jumbo plastic straw, translucent, bulk, 5.75"	CASE	D & W JMSU50-250T	12,500	Removed from bid, no longer using
90	TOOTHPICKS	Round wood toothpicks	PACKAGE	ROYAL R820	800	\$1.02
91	TOOTHPICKS, FRILL	Long round wood toothpicks with frill, 3"	BOX	ROYAL R811W	1000	\$1.02

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
92	TRAY, SMALL CARRY	Paper carry tray, food grade paper, Kraft, 9.75" x 6" x 1"	CASE	SQP 9875	500	\$1.78
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	\$1.78
94	TRAY, FOOD, ¼#	Black paper food tray, ¼#, coated, French fry type	CASE	SCT 30BK025	1000	\$1.78
95	TRAY, FOOD, ½#	Paper food tray, ½#, coated, red check design, approximate 2.125" x 3.5" x 1.625"	CASE	SQP 8708	1000	\$1.78
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	\$1.78
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	\$1.78
98	TRAY, MEAT	Black shallow meat tray, styrofoam, approximate 8" x 7"	CASE	GENPAK 1020S-3L	500	Removed from bid, no longer using
99	TRAY, PIZZA SLICE	White wedge pizza tray, flat with fold-up sides, 1 mil, poly coated	CASE	ROYAL RPSH1000	1000	\$2.03
100	UTENSIL, FORK	Polypropylene fork, medium weight, white, approximate 6", nested in 100 count packs	CASE	NUTRIBON 3640	1000	\$1.78
101	UTENSIL, KNIFE	Polypropylene knife, medium weight, white, approximate 6.5", nested in 100 count packs	CASE	NUTRIBON 3641	1000	\$1.78
102	UTENSIL, TEASPOON	Polypropylene teaspoon, medium weight, white, approximate 5.75", nested in 100 count packs	CASE	NUTRIBON 3642	1000	\$1.78

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
103	UTENSIL, SOUP SPOON	Polypropylene soup spoon, medium weight, white, approximate 5.75", nested in 100 count packs	CASE	NUTRIBON 3643	1000	Removed from bid, no longer using
104	UTENSIL, FORK DISPENSER-TYPE	Fork refill for Smartstock dispenser	CASE	DIXIE DIXSSF21P	960	Removed from bid, no longer using
105	UTENSIL, KNIFE DISPENSER-TYPE	Knife refill for Smartstock dispenser	CASE	DIXIE DIXSSK21P	960	Removed from bid, no longer using
106	UTENSIL, SPOON DISPENSER-TYPE	Spoon refill for Smartstock dispenser	CASE	DIXIE DIXSSS21-	960	Removed from bid, no longer using
107	WRAP, FOIL, QUILTED	Foil wrap quilted with paper lining for hot sandwiches, 10.5" x 14"	CASE	VOLFLEX FS004	2500	\$2.03
108	WRAP, FOIL, INTERFOLD	Foil wrap, interfold, 9" x 10.5"	CASE	WESTERN 632	3000	Removed from bid, no longer using
109	GLOVE, POLYETHYLENE	Polyethylene gloves, single use, low density, USDA food grade, sizes Small, Medium, Large, and Xlarge	BOX	SAFETY-ZONE GDPE	1000	\$1.27
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	\$1.78
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	\$2.29
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	\$2.03

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
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	\$2.03
114	HAIRNETS, HEAVY DUTY	Heavy duty hairnets, size 21", nylon, colors White and Brown	BAG	SAFETY-ZONE DPLW-21-1	100	\$1.52
115	HAIRNETS, LIGHT WEIGHT	Light weight hairnets, size 22", colors White, Brown, and Black	BOX	SAFETY-ZONE DPLW-22-COLOR	144	\$1.52
116	HAT, CHEF	Beret type chef hat, black, disposable	CASE	ROYAL	1000	Removed from bid, no longer using
117	LINER, CAN 33 GALLON	Can liner, 33 gallon capacity, USDA food grade, 33" x 39", 12 microns	CASE	FORTUNE PINELLAS01	250	\$1.52
118	LINER, CAN 56 GALLON	Can liner, 56-60 gallon capacity, USDA food grade, 43" X 46", 13 microns	CASE	FORTUNE PINELLAS02	200	\$1.52
119	PAD, SCOURING	Medium duty scouring pad, commercial grade, 100% nylon, 6" x 9	CASE	ROYAL S960	60	\$1.52
120	WIPER, FOODSERVICE	Foodservice wiper, 13" x 21", thick, soft, absorbent	CASE	HOSPECO FS-N8120	200	\$2.54
121	DISPENSER, FORK	Smartstock dispenser for forks, bid item 104	EACH	DIXIE DIXSSFPDSP	1	Removed from bid, no longer using
122	DISPENSER, KNIFE	Smartstock dispenser for knives, bid item 105	EACH	DIXIE DIXSSKPDSP	1	Removed from bid, no longer using
123	DISPENSER, SPOON	Smartstock dispenser for spoons, bid item 106	EACH	DIXIE DIXSSSPDSP	1	Removed from bid, no longer using
124	DISPENSER CAROUSEL	Carousel to hold 3 Smartstock cutlery dispensers	EACH	DIXIE DIXSSC3	1	Removed from bid, no longer using

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
125	DISPENSER CAROUSEL FLOOR STAND	Floor stand to hold Smartstock dispenser carousel	EACH	DIXIE DIXSSBASE08	1	Removed from bid, no longer using
126	DISPENSER FLOOR STAND WHEELS	Wheels for Smartstock dispenser floor stand, pack of 4	PACK	DIXIE DIXSMRTSTKWHL	1	Removed from bid, no longer using
127	DISPENSER, NAPKIN, TOWER	Napkin dispenser, single pull, black tower type on stand, for bid item 73	EACH	SCA 32XPS	1	\$1.02
128	DISPENSER, NAPKIN, TABLE TOP	Napkin dispenser, single pull, black tabletop, for bid item 73	EACH	SCA 32XPT	1	\$1.02
129	DISPENSER, NAPKIN, COUNTER TOP	Napkin dispenser, single pull, black countertop, for bid item 73	EACH	SCA 32XPC	1	\$1.02
130	FILM 14" STRETCH	Stretch film, auto wrapper, 72 gauge minimum, must fit "Workhorse Wrapper", 14" x 4000'	ROLL	AEP 35181400	1	Removed from bid, no longer using
131	FILM 17" STRETCH	Stretch film, auto wrapper, 72 gauge minimum, must fit "Workhorse Wrapper", 17" x 4000'	ROLL	AEP 35181700	1	\$2.03
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	\$2.54
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	\$2.03
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	\$0.51
135	TRAY, FOAM, LARGE	Black foam tray, 9.25" x 7.25" x 1.125"	CASE	GENPAK 4D	500	\$1.83
136	TRAY, FOAM, SMALL	Black foam tray, processor grade, heavy duty, 6.25" x 6.25" x 1.125"	CASE	GENPAK TR02RT-3L	500	Removed from bid, no longer using

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**Attachment: Bids 10-25-16 (6008 : Bids)**

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
137	SANDWICH WEDGE	Clear hinged container, sandwich wedge, small, 4.4" x 2.6" x 3.3"	CASE	Parkpak 21507	500	\$2.54
138	BEARD COVERS	White, breathable, one size fits most	CASE	Tradex BRD1000	1000	\$1.88
139	FOIL BAG "SIMPLY FRESH"	Bag-Foil, imprinted 1 color green "Simply Fresh", 6.5" x 1.5" x 7.75"	CASE	Specialty Packaging 9060019	1000	\$2.54
140	BLACK 2 COMP. CONTAINER	2 compartment microwave safe container, black, 8 3/4" x 6 1/8" x 2"	CASE	Genpak FPR232-3L	300	\$2.54
141	LID, CLEAR FOR 2 COMP. CONTAINER	Clear Lid for FPR232-3L bid item 140, height 9/16"	CASE	Genpak FPR922	300	\$2.54
142	CONTAINER, HOAGIE CLAMSHELL	Clear hinged container	CASE	Douglas Stephens B10	500	\$2.03
143	CUP, 5 OZ.	Translucent cup	CASE	Dart Y5	2500	\$2.54
144	CUTLERY CONTAINER W/ LID	Poly food safe container	EACH, 1 CONTAINER & LID	San Jamar MP12	1	\$0.42
145	TRAY, HOTDOG	Paper fluted hotdog tray	CASE	Hoffmaster 610740	3000	\$2.03
146	UTENSIL, FORK INDIVIDUALLY WRAPPED	Fork, polypropylene medium weight, black individually wrapped	CASE	Nutribon 3970	1000	\$2.54
147	UTENSIL, SPOON INDIVIDUALLY WRAPPED	Spoon, polypropylene medium weight, black individually wrapped	CASE	Nutribon 3972	1000	\$2.54

BID ITEM #	DESCRIPTION	ITEM SPECIFICATION	BID UNIT	BRAND/ PRODUCT CODE	VENDOR PACK SIZE	FIXED FEE PER BID UNIT (SHIPPING CARTON)
148	UTENSIL, KNIFE INDIVIDUALLY WRAPPED	Knife, polypropylene medium weight, black individually wrapped	CASE	Nutribon 3971	1000	\$2.54
149	UTENSIL, SOUP SPOON INDIVIDUALLY WRAPPED	Soup spoon, polypropylene medium weight, black individually wrapped	CASE	Nutribon 3973	1000	\$2.54

Note:

Bid item no. 13 & 120 have been added back to the bid.

Bid item no. 142 – 149 have been added as the original bid allows the District to add new items to the bid after contract award as needed.

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

School Board Meeting of: **October 25, 2016**

**Bid No:** 17-962-093-RN

**Bid Title:** Garbage & Trash Collection Service for Unincorporated Areas

**Original Bid No:** 15-962-055

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:** 10/25/16 thru 10/24/18  N/A - One Time Purchase

**Contract Value:** \$ 600,000.00

**Contract Type:**  Estimated Dollar Amount  Firm, Fixed Dollar Amount  Firm, Fixed Unit Prices  Firm, Fixed Fees or Discounts

<b>Renewal Options:</b>	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term 6-months	<input type="checkbox"/> Length of Each Term - year	<input checked="" type="checkbox"/> None
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\* **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 **For:** County Wide  
**Title:** Director, Purchasing Department

**Requested By:** Michael Hewett **Buyer:** Christine Roney  
**Title:** Director, Maintenance Department

**Recommended award by vendor as follows: (see attached)**

**CATEGORY ONE:**

**PROGRESSIVE WASTE SOLUTIONS OF FLORIDA, INC.**

Provide recycling collection services to school facilities in the unincorporated areas of Pinellas County. The prices below indicate the cost to provide recycling collection service for one container in each category in this matrix for one week. Prices entered in this matrix constitute the basis for billing, and adding or removing containers from service requirement. Figures represent firm, net prices for the contract period.

Container Size	Number of pick-ups per week for ONE container				
	1X	2X	3X	4X	5X
6 yard (cardboard)	\$7.23	\$14.61	\$21.83	\$29.06	\$36.28
8 yard (cardboard)	\$7.71	\$15.42	\$23.13	\$30.84	\$38.55

Special pick up price for 1 yard of recyclable waste on an “as required” basis. **\$ 5.02**

**CATEGORY TWO:**

**REPUBLIC SERVICES OF FLORIDA, L.P. (V-22345) D/B/A REPUBLIC SERVICES OF TAMPA**

Provide garbage and trash collection services to school facilities in the unincorporated areas of Pinellas County. The prices below indicate the cost to provide garbage and trash collection service for one container in each category in this matrix for one week. Prices entered in this matrix constitute the basis for billing, and adding or removing containers from service requirement. Figures represent firm, net prices for the contract period.

Container Size	Number of pick-ups per week for ONE container				
	1X	2X	3X	4X	5X
2 yard	\$ 13.62	\$24.63	\$35.63	\$46.64	\$57.65
3 yard	\$15.07	\$28.38	\$41.46	\$54.67	\$68.06
4 yard	\$16.30	\$32.68	\$47.27	\$61.86	\$76.43
6 yard	\$22.96	\$41.12	\$59.30	\$77.46	\$95.62
8 yard	\$27.15	\$48.89	\$70.64	\$92.38	\$114.12

**Special pick-up price per yard: \$ 10.04**

(Special pick-up excludes carpet and other bulky materials or hazardous waste.)

PURCHASING AGENDA ITEM

School Board of Pinellas County, Florida

School Board Meeting of: **October 25, 2016**

**Bid No:** 17-968-091-RN

**Bid Title:** Intrusion Detection System Installations

**Original Bid No:** 16-968-041

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:** 10/27/16 thru 10/26/17  N/A - One Time Purchase

**Contract Value:** \$ 500,000.00

**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 **For:** County Wide  
**Title:** Director, Purchasing Department

**Requested By:** Michael Hewett **Buyer:** Christine Roney  
**Title:** Director, Maintenance Department

**Recommended award by vendor as follows: (see attached)**

**MISSION CRITICAL SOLUTIONS OF TAMPA, INC.**

Provide labor and materials, equipment to install intrusion detection systems per plans and specifications. Provide maintenance and repair services on an as needed basis.

	<b><u>Description</u></b>	<b><u>Hourly Price</u></b>
1.	Hourly Rate for Lead Technician	43.25
2.	Hourly Rate for Helper	26.25
3.	Hourly Rate for Engineer (To include CD, as-builts, CAD)	18.75
4.	Hourly Rate for Project Management	18.75
	<b><u>Part Description</u></b>	<b><u>Unit Prices</u></b>
<b><u>DSC/TYCO</u></b>		
5.	Control Panel: DSC/Tyco MaxSys w/ cabinet plus necessary modules, Model # PC4020NK	215.77
6.	LCD Keypad : DSC/Tyco MaxSys Programmable-Message, Model # LCD4501	103.61
7.	Glassbreak Detector: DSC/Tyco Addressable, Model # AMA - 100	34.6
8.	Motion Detector: DSC/Tyco w/ Pet Immunity, Model # LC103PIMSKW	52.69
9.	Hardware Zone Expander: DSC/Tyco (8) Zone, Model # PC4108A	56.06
10.	Hardware Zone Expander: DSC/Tyco (16) Zone, Model # PC4116	88.07
11.	Power Supply/Relay: DCS/Tyco MaxSys, Model # 4204	69.97
12.	Power Supply/Relay: DCS/Tyco MaxSys, Model # 4204CX	91.43
13.	Module: DCS/Tyco MaxSys Low Current Output Module, Model # PC4216	64.08
14.	Module: DSC/Tyco MaxSys Data Interface, Model Module #PC4401	72.68
15.	Module: DSC/Tyco MaxSys Telephone & Automation Control Module, Model # ESCORT 4580	91.25
16.	Receiver: DSC/Tyco MaxSys Wireless, Model # RF4164-443	155.76
17.	Panic Button: DSC/Tyco 1-Button, Model # 4938	32.58
18.	Large Cabinet: DSC /Tyco Max sys Cabinet, Model #PC4001C	44.30
19.	<b>Percentage Discount from DCS/Tyco Retail Price List for Parts, Supplies and Equipment not listed.</b>	50%
<b><u>GE</u></b>		
20.	Door Contact: GE Recessed w/ wire lead, Model # Utc 1076C-M	9.25
21.	<b>Percentage Discount from GE Retail Price List for Parts, Supplies and Equipment not listed.</b>	40%
<b><u>BOSCH</u></b>		
22.	Door Contact: Bosch Model #ISN-CMET-4418	12.50
23.	Door Contact: Bosch Model #ISN-C66	18.02
24.	<b>Percentage Discount from Bosch Retail Price List for Parts, Supplies and Equipment not listed.</b>	40%
<b><u>DITEK</u></b>		
25.	Circuit Protector: Ditek, Model DTK- 4LVPSCP	55.78
26.	Circuit Protector: Ditek, Model DTK-1F	10.03
27.	Circuit Protector: Ditek, Model DTK-1F31X	13.89
28.	Circuit Protector: Ditek, Model DTK-AC31X	69.38

Attachment: Bids 10-25-16 (6008 : Bids)

29.	Circuit Protector: Ditek, Model DTK-APK1	34.72
30.	Circuit Protector: Ditek, Model DTK-APKIP	62.51
31.	Circuit Protector: Ditek, Model DTK-MRJ31XSCPWP	26.39
32.	<b>Percentage Discount from Ditek Retail Price List for Parts, Supplies and Equipment not listed.</b>	40%
	<b><u>Part Description</u></b>	<b><u>Unit Prices</u></b>
	<b>MISCELANEOUS</b>	
33.	¾" EMT Conduit (per 10')	4.89
34.	1 ½" EMT Conduit (per 10')	16.46
35.	2" EMT Conduit (per 10')	19.42
36.	¾" Rigid Conduit (per 10')	14.87
37.	1 ½" Rigid Conduit (per 10')	35.45
38.	2" Rigid Conduit (per 10')	44.09
39.	¾" PVC Conduit (per 10')	2.24
40.	1 ½" PVC Conduit (per 10')	5.43
41.	2" PVC Conduit (per 10')	6.90
42.	Wiremold V700 (3/4" X 21/32")	12.60
43.	Wiremold V500 (3/4" X 17/32")	11.18
44.	Data Fiber Converters	347.14
45.	Fiber Patch Cords	9.51
46.	Wire: 18 Gauge – 2 Conductor 1000' roll	79.93
47.	Wire: 18 Gauge – 2 Conductor (Plenum) 1000' roll	86.42
48.	Wire: 18 Gauge – 2 Conductor (Direct Burial) 1000' roll	133.24
49.	Wire: 18 Gauge – 4 Conductor 1000' roll	153.84
50.	Wire: 18 Gauge – 4 Conductor (Plenum) 1000' roll	150.13
51.	Wire: 18 Gauge – 4 Conductor (Direct Burial) 1000' roll	235.60
52.	Wire: 22 Gauge – 2 Conductor 1000' roll	52.28
53.	Wire: 22 Gauge – 2 Conductor (Plenum) 1000' roll	50.63
54.	Wire: 22 Gauge – 2 Conductor (Direct Burial) 1000' roll	322.90
55.	Wire: 22 Gauge-4 Conductor 1000' roll	80.07
56.	Wire: 22 Gauge-4 Conductor (Plenum) 1000' roll	88.57
57.	Wire: 22 Gauge-4 Conductor (Direct Burial) 1000' roll	235.04
58.	Wire: 22 Gauge-6 Conductor 1000' roll	111.39
59.	Wire: 22 Gauge-6 Conductor (Plenum) 1000' roll	125.46
60.	Wire: 22 Gauge-6 Conductor (Direct Burial) 1000' roll	278.20

Attachment: Bids 10-25-16 (6008 : Bids)

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

11.14.a

**School Board Meeting of: October 25, 2016**

**Bid No:** 17-968-094-RN

**Bid Title:** Concrete Slabs & Walkways: Installed

**Original Bid No:** 15-968-065

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:** 11/09/16 thru 11/08/17  N/A - One Time Purchase

**Contract Value:** \$ 335,000.00

**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 6-months	<input type="checkbox"/> Length of Each Term - year	<input checked="" type="checkbox"/> None
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\* **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 **For:** County Wide  
**Title:** Director, Purchasing Department

**Requested By:** Michael Hewett **Buyer:** Christine Roney  
**Title:** Director, Maintenance Department

**Recommended award by vendor as follows: (see attached)**

Attachment: Bids 10-25-16 (6008 : Bids)

The bid selected a qualified “**Flat Work Concrete Specialty Contractor**” to provide all labor, materials, equipment and supervision necessary to perform the installation of concrete sidewalks, slabs, footers, driveways, driveway aprons, combination curb and gutters as well as other such types of “flat work” concrete installations at various facilities county wide, per specifications.

DESCRIPTION	UNIT PRICE
Concrete Sidewalk ( matching existing grade) - 4” X 5’ wide w/ synthetic fiber reinforcement, installed	\$3.40/sq. ft.
Concrete Sidewalk (placed directly on ground) - 4” X 5’ wide w/ synthetic fiber reinforcement, installed	\$3.15/sq. ft.
Concrete Slab - w/ 6”X6” wire mesh reinforcement – 4” X 10’ X 25’ without footer, installed	\$3.15/sq. ft.
Concrete Slab (monolithic) - 4” X 10’ X 25’ - w/ 6”X6” wire mesh reinforcement, to include a continuous 18” X 18” footer, w/ (2) #5 rebar, installed	\$3.25/sq. ft.
Concrete Driveway Apron – 8” x 20’ X 25’ - w/ 6”X6” wire mesh reinforcement, to include (1) 20’ X 18” X 18” “bell” footer, w/ (3) #5 rebar, installed	\$3.50/sq. ft.
Reinforced Concrete Curb (cast in place) - 6” X 24” X 100 LF w/ (2) # 5 rebar, installed	\$12.50/lf. ft.
Sod Removal & Grading - For installation of sidewalks, slabs & driveways (includes mobilization & debris removal from site)	\$0.03/sq. ft.
Demolition of Existing 4” X 5’ Concrete Sidewalk (includes mobilization, grading & debris removal from site)	\$.90/sq. ft.

**LABOR PRICING:**

**Labor only for the occasional times the District will provide the parts and materials for the project.** .  
 All fees, charges and expenses of any kind, including travel portal to portal shall be factored into labor prices.

**Labor Rates Only – District Provides Parts and Materials**

<i>Straight Time (M-F 7:00 am to 4:00 pm)</i>	<i>Unit Prices</i>
• Journeyman, or Supervisor per hour	\$25.00
• Helper, per hour	\$15.00
 <i>Nights and Weekends – After normal hours.</i>	
• Journeyman, or Supervisor per hour	\$37.50
• Helper, per hour	\$22.50
 <i>Emergencies Nights and Weekends – After normal hours.</i> <i>(Emergency repair calls during normal working hours are billed at normal rates)</i>	
• Journeyman, or Supervisor per hour	\$37.50
• Helper, per hour	\$22.50
 <b>Discounted Rate in Percentage:</b> Provide our discounted rates for any parts or materials should the District purchase the supplies from your company/	% 15

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

School Board Meeting of: **October 25, 2016**

**Bid No:** 17-165-054-RN

**Bid Title:** Color Point / Low Temp Serving Line Equipment

**Original Bid No:** 16-165-030

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:** 12/11/16 thru 12/10/17     N/A - One Time Purchase

**Contract Value:** \$ 300,000.00

**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    **For:** Food Service Department  
**Title:** Director, Purchasing Department

**Requested By:** Lynn Geist    **Buyer:** Jena Grage  
**Title:** Director, Food Service Department

**Recommended award by vendor as follows: (see attached)**

**TRIMARK STRATEGIC FOODSERVICE DESIGN EQUIPMENT AND SUPPLIES (V-19419)**

Provide and deliver **Color Point / Low Temp Serving Line Equipment** to the Walter Pownall Service Center, Food Service Warehouse per bid specifications.

<b>BID ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>
1.	Color Point / Low Temp Steam Table Model EF5-CPA	\$11,165.48
2.	Color Point / Low Temp Steam Table Model EF6-CPA	13,295.97
3.	Color Point / Low Temp Frost Top Model 36-CFT	9,600.25
4.	Color Point / Low Temp Frost Top Model 50-CFT	11,111.27
5.	Color Point / Low Temp Frost Top Model 60-CFT	12,185.55
6.	Color Point / Low Temp Frost Top Model 66-CFT	12,852.20
7.	Color Point / Low Temp Frost Top Model 74-CFT	13,907.41
8.	Color Point / Low Temp Frost Top Model 84-CFT	14,652.38
9.	Color Point / Low Temp Frost Top Model 96-CFT	15,450.56
10.	Color Point / Low Temp Solid Top Model 28-ST	5,100.32
11.	Color Point / Low Temp Solid Top Model 36-ST	5,662.56
12.	Color Point / Low Temp Solid Top Model 50-ST	6,790.05
13.	Color Point / Low Temp Solid Top Model 60-ST	8,104.29
14.	Color Point / Low Temp Solid Top Model 66-ST	8,642.43
15.	Color Point / Low Temp Cashier Stand Model 28-CSE	3,332.28
16.	Color Point / Low Temp Cashier Stand Model 36-CSE	3,525.04
17.	Color Point / Low Temp Cashier Stand Model 50-CSE	4,797.11
18.	Color Point / Low Temp Cashier Stand Model 60-CSE	6,072.19
19.	Color Point / Low Temp Cashier Stand Model 66-CSE	6,418.57
20.	Color Point / Low Temp Cashier Stand Model 28-CSS	3,332.28
21.	Color Point / Low Temp Cashier Stand Model 36-CSS	3,525.04
22.	Color Point / Low Temp Cashier Stand Model 50-CSS	4,797.11
23.	Color Point / Low Temp Cashier Stand Model 60-CSS	6,072.19
24.	Color Point / Low Temp Cashier Stand Model 66-CSS	6,418.57
25.	Color Point / Low Temp Drop-In Glass Heated Shelf Model GHT-28	1,173.68
26.	Color Point / Low Temp Drop-In Glass Heated Shelf Model GHT-42	1,404.60
27.	Color Point / Low Temp Super Efficient – Super Hot Drop-In Model DI-EF-1D	677.70
28.	Color Point / Low Temp Super Efficient – Super Hot Drop-In Model DI-EF-2D	1,206.81
29.	Color Point / Low Temp Super Efficient – Super Hot Drop-In Model DI-EF-3D	1,582.30
30.	Color Point / Low Temp Super Efficient – Super Hot Drop-In Model DI-EF-4D	1,931.70
31.	Color Point / Low Temp Super Efficient – Super Hot Drop-In Model DI-EF-5D	2,176.67
32.	Color Point / Low Temp Super Efficient – Super Hot Drop-In Model DI-EF-6D	2,560.20

**Discount for Balance on Product Line: N/A**

Note: Daisy chain and load center option to be priced per job. Electrical requirements will be determined at time of purchase.

Attachment: Bids 10-25-16 (6008 : Bids)

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

School Board Meeting of: **October 25, 2016**

**Bid No:** 17-968-092-RN

**Bid Title:** Variable Frequency Drive Repairs

**Original Bid No:** 16-968-038

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:** 10/29/16 thru 10/28/17  N/A - One Time Purchase

**Contract Value:** \$ 125,000.00

**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 **For:** County Wide  
**Title:** Director, Purchasing Department

**Requested By:** Michael Hewett **Buyer:** Christine Roney  
**Title:** Director, Maintenance Department

**Recommended award by vendor as follows:** (see attached)

Provide labor, materials and equipment to repair Variable Frequency Drives, on an as needed basis, county wide, per specifications. This contract establishes both fixed hourly labor rates and firm percentage discounts for all materials and parts for the contract period as specified herein.

	<b>DRIVETECH, INC.</b> <b>(V-10877)</b>	<b>RJH TECHNICAL SERVICES, INC.</b> <b>(V-22528)</b>
<b>Labor Rates:</b>		
• Hourly Labor Rate, Straight Time	\$ 95.00	\$70.00
• Hourly Labor Rate, Overtime	\$125.00	\$70.00
<b>Discount off of retail price for parts:</b>		
• Graham	0%	15%
• Toshiba	0%	20%
• ABB	10%	15%
• Yaskawa	10%	15%

Attachment: Bids 10-25-16 (6008 : Bids)

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

11.14.a

**School Board Meeting of: October 25, 2016**

**Bid No:** 17-785-072-RN

**Bid Title:** Diplomas

**Original Bid No:** 14-785-050

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:** 11/12/16 thru 11/11/19  N/A - One Time Purchase

**Contract Value:** \$ 50,000.00

**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 6-months	<input type="checkbox"/> Length of Each Term - year	<input checked="" type="checkbox"/> None
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\* **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 **For:** County Wide High Schools  
**Title:** Director, Purchasing Department

**Requested By:** Rita Vasquez **Buyer:** Clair Stapleton  
**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.

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 =\$1.21 each**

**PURCHASING AGENDA ITEM**

School Board of Pinellas County, Florida

**School Board Meeting of: October 25, 2016**

**Bid No:** 17-071-095-SC

**Bid Title:** Buses, Propane

**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:** thru  N/A - One Time Purchase

**Contract Value:** \$ 4,262,400.00

**Contract Type:**  Estimated Dollar Amount  Firm, Fixed Dollar Amount  Firm, Fixed Unit Prices  Firm, Fixed Fees or Discounts

<b>Renewal Options:</b>	No. of Terms Remaining	<input type="checkbox"/> Length of Each Term 6-months	<input type="checkbox"/> Length of Each Term - year	<input checked="" type="checkbox"/> None

**\* Rationale/Reason**

Utilizing Florida Department of Education bid #2016-01

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:** Transportation Department  
**Title:** Director, Purchasing Department

**Requested By:** Rick McBride **Buyer:** Jason O'Toole  
**Title:** Director, Transportation Department

**Recommended award by vendor as follows: (see attached)**

Provide and deliver forty (40) new **2018 Propane School Buses** with all features selected by the PCSB Transportation Department, in accordance with pricing and specifications listed in the Florida Department of Education bid.

**FLORIDA TRANSPORTATION SYSTEMS, INC. (V-875)**

Description	Quantity	Unit Price	Extended Price
Blue Bird 71 Capacity Type-C Conventional propane bus w/o Braun lift (BBCV 3507S)	40	\$83,181.00	\$3,327,240.00
[C1A] Front Tow Hooks	40	\$32.00	\$1,280.00
[C1B] Rear Tow Hooks	40	\$49.00	\$1,960.00
[C2] Spare Disc Wheel	40	\$200.00	\$8,000.00
[C3] Auto Trans Warranty (5-year/unlimited miles)	40	Standard	\$0.00
[C4] 75-100 Gallon Fuel Tank	40	\$500.00	\$20,000.00
[C5] Low Profile Radial Tires	N/A	N/A	N/A
[C6] 270 Amp L/N 4864 Alternator	40	Included	\$0.00
[C10] Air Ride Rear Suspension	40	\$1,212.00	\$48,480.00
[C11] Silicon Only Heater and Engine Coolant Hoses	N/A with Propane	N/A	N/A
Driver/Operator Panel and Kit	40	200.00	8,000.00
[B4] 77" High Headroom	40	Standard	\$0.00
[B5B] PA with Radio	40	\$525.00	\$21,000.00
[B12] Full Perforation Ceiling Panel	40	\$600.00	\$24,000.00
[B13] Bus Lockup System	40	\$251.00	\$10,040.00
[B21] Driver's Seat w/ Integrated Seat Belt	40	\$460.00	\$18,400.00
[B25] Track Seating	N/A	N/A	N/A
Additional Seon Day/Night Video Camera (5 per bus)	40	\$1,100.00	\$44,000.00
Seon Digital Plus 8-Channel, Day/Night Recording, 1 Camera (TX8)	40	\$2,400.00	\$96,000.00
MCC (Carrier) Blue Bird	40	\$8,972.00	\$358,880.00
MCC (Carrier) A/C Extended Warranty	40	Included	\$0.00
MCC (Carrier) Air Conditioning - Propane Prep. Package	40	Included	\$0.00
Ford 6.8L LPI, 362 HP, Ford 6R140 Transmission	40	\$4,400.00	\$176,000.00
GPS & Installation (Synovia) Kit w/ Antenna, I/O Expander and Wiring Harness, 8 Inputs, Panic button, Synovia (5-Year Warranty, Outright purchase of Hardware)	40	\$1,100.00	\$44,000.00
Sur-Lock Wheelchair Restraints FF612S-4C7	N/A	N/A	N/A
Conv. Package - Cup Holder, Glove Box, Driver Console Compartment	40	\$165.00	\$6,600.00
Delivery	40	\$963.00	\$38,520.00
Delivery - Additional Propane	40	\$250.00	\$10,000.00
<b>Total for 40 propane buses w/o lift</b>			<b>\$4,262,400.00</b>

<b>Total Price for 40 new 2018 Propane buses without lift</b>	<b>\$4,262,400.00</b>
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Attachment: Bids 10-25-16 (6008 : Bids)

School Board Meeting of: **October 25, 2016**

**Bid File No:** 17-205-080-SS

**Bid File Title:** Sole Source Software License

**Contract Period:** 01/01/17 thru 07/31/19  N/A - One Time Purchase

**Contract Value:** \$ 171,365.51

**Contract Type:**  Estimated Dollar Amount  Firm, Fixed Dollar Amount  Firm, Fixed Unit Prices  Firm, Fixed Fees or Discounts

**\* Rationale/Reason**

Edmentum has the right to sell, distribute, and market Plato Courseware and, with limited exceptions, is the sole source and sole provider of Plato Courseware. .

**Submitted By:** Linda M. Balcombe, CPPO, CPPB **For:** Middle School Education  
**Title:** Director, Purchasing Department

**Requested By:** Dywayne Hinds **Buyer:** Lindsey Bennett  
**Title:** Executive Director Middle School Education

**Recommended award by vendor as follows: (see attached)**

Attachment: Bids 10-25-16 (6008 : Bids)

**EDMENTUM, INC. V-30905**

**Bay Point Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 947 Students	1	31 months	15,500.00
Bay Point Middle School Subtotal			\$15,500.00

**Morgan Fitzgerald Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 1,077 Students	1	31 months	23,250.00
Morgan Fitzgerald Middle School Subtotal			\$23,250.00

**Pinellas Park Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 1238 Students	1	31 months	23,250.00
Pinellas Park Middle School Subtotal			\$23,250.00

**Safety Harbor Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 1,204 Students	1	31 months	23,250.00
Safety Harbor Middle School Subtotal			\$23,250.00

**Tarpon Springs Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 866 Students	1	31 months	15,500.00
Tarpon Springs Middle School Subtotal			\$15,500.00

**Azalea Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 1,014 Students	1	22 months	11,000.00
Azalea Middle School Subtotal			\$11,000.00

Attachment: Bids 10-25-16 (6008 : Bids)

**Carwise Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 1,114 Students	1	22 months	11,916.67
Carwise Middle School Subtotal			\$11,916.67

**Palm Harbor Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 1,367 Students	1	22 months	16,500.00
Palm Harbor Middle School Subtotal			\$16,500.00

**Seminole Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 1237 Students	1	22 months	16,500.00
Seminole Middle School Subtotal			\$16,500.00

**John Hopkins Middle School**

Description	Quantity	License Term	Extended Price
Plato Courseware Secondary Academic Library-Site 637 Students	1	22 months	16,500.00
John Hopkins Middle School Subtotal			\$16,500.00

Description	Quantity	License Term	Extended Price
Customer Loyalty Discount	1	31 Months	-17,801.16
Edmentum Educator Advantage Onsite Full Day Session – Services Delivery Year: Year 1	4		8,000.00
Edmentum Educator Advantage Onsite Full Day Session – Services Delivery Year: Year 2	4		8000.00
Subtotal			\$-1,801.16
<b>TOTAL:</b>			<b>\$171,365.51</b>

Attachment: Bids 10-25-16 (6008 : Bids)



Date: 6/22/2016  
 Order Number: 10430334  
 Revision: 2  
 Order Form Expiration Date: 10/28/2016

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com  
 To Pay by Credit Card Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 236652  
 Customer Name: Pinellas County Bd Of Ed  
 Billing Address: PO Box 2942  
 Largo, FL 33779-2942

Products and Services

BAY POINT MIDDLE SCHOOL

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Site 947 Students	1	1/1/2017	7/31/2019	31	\$15,500.00
BAY POINT MIDDLE SCHOOL Subtotal:					\$15,500.00

Morgan Fitzgerald Middle Sch

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Site 1077 Students	1	1/1/2017	7/31/2019	31	\$23,250.00
Morgan Fitzgerald Middle Sch Subtotal:					\$23,250.00

Pinellas Park Middle School

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Site 1238 Students	1	1/1/2017	7/31/2019	31	\$23,250.00
Pinellas Park Middle School Subtotal:					\$23,250.00

Safety Harbor Middle School

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Site 1204 Students	1	1/1/2017	7/31/2019	31	\$23,250.00
Safety Harbor Middle School Subtotal:					\$23,250.00

Tarpon Springs Middle School

Products	Quantity	License	License	License Term	Extended
1					

Edmentum | N W 7504, P O Box 1450 | Minneapolis, MN 55485-7504 | www.edmentum.com



Attachment: Bids 10-25-16 (6008 : Bids)



Date: 6/22/2016  
 Order Number: 10430334  
 Revision: 2  
 Order Form Expiration Date: 10/28/2016

ORDER FORM

Please fax all pages to 1 877 519 9555 or email to orders@edmentum.com  
 To Pay by Credit Card Call 214 294.9901 or e-mail creditcardprocessing@edmentum.com

	Quantity	Start Date	End Date	(In Months)	Price
Plato Courseware Secondary Academic Library - Site 866 Students	1	1/1/2017	7/31/2019	31	\$15,500.00
<b>Tarpon Springs Middle School Subtotal:</b>					<b>\$15,500.00</b>

Azalea Middle School

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Site 1014 Students	1	10/14/2017	7/31/2019	22	\$11,000.00
<b>Azalea Middle School Subtotal:</b>					<b>\$11,000.00</b>

Carwise Middle School

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Site 1114 Students	1	10/14/2017	7/31/2019	22	\$11,916.67
<b>Carwise Middle School Subtotal:</b>					<b>\$11,916.67</b>

Palm Harbor Middle School

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Site 1367 Students	1	10/14/2017	7/31/2019	22	\$16,500.00
<b>Palm Harbor Middle School Subtotal:</b>					<b>\$16,500.00</b>

Seminole Middle School

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Site 1237 Students	1	10/14/2017	7/31/2019	22	\$16,500.00
<b>Seminole Middle School Subtotal:</b>					<b>\$16,500.00</b>

John Hopkins Middle School

Products	Quantity	License	License	License Term	Extended
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Attachment: Bids 10-25-16 (6008 : Bids)



Date: 6/22/2016  
 Order Number: 10430334  
 Revision: 2  
 Order Form Expiration Date: 10/28/2016

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com  
 To Pay by Credit Card Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

	Quantity	Start Date	End Date	(In Months)	Price
Plato Courseware Secondary Academic Library - Site 637 Students	1	10/14/2017	7/31/2019	22	\$16,500.00
John Hopkins Middle School Subtotal:					\$16,500.00

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Customer Loyalty Discount	1	**	**	31	-\$17,801.16
Edmentum Educator Advantage Onsite Full Day Session - Services Delivery Year: Year 1	4	***	***		\$8,000.00
Edmentum Educator Advantage Onsite Full Day Session - Services Delivery Year: Year 2	4	***	***		\$8,000.00
Subtotal					-\$1,801.16

Subtotal:	\$171,365.51
Estimated Tax	\$0.00
Total US Funds	\$171,365.51

\*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be (a) for a renewal, the day following expiration of the prior license term and (b) with respect to all other licenses, promptly after we have accepted your signed Order Form, we will confirm to you the applicable Start Date for your software license(s)  
 \*\*\* Services are purchases with an annual term expiration. Any service offering that is not used during the applicable year, may not be carried over or used in subsequent years

Order Notes

This purchase includes any state specific courses where applicable.  
 Net 45 Terms for Payment Schedule

Invoicing and Payment Terms

Payment Due Date	Amount
Net 45	\$8,000.00
2/14/2017	\$91,849.42
11/14/2017	\$71,516.09
Total:	\$171,365.51

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.



Attachment: Bids 10-25-16 (6008 : Bids)



Date: 6/22/2016  
Order Number: 10430334  
Revision: 2  
Order Form Expiration Date: 10/28/2016

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com  
To Pay by Credit Card: Call 214 294 9901 or e-mail creditcardprocessing@edmentum.com

Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing. I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreements terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreements terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified. Please fax all pages to 1 877 519.9555 or email to orders@edmentum.com.

Customer Signature:

Name (Printed or Typed): \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved As To Form:

  
\_\_\_\_\_  
School Board Attorneys Office

Attachment: Bids 10-25-16 (6008 : Bids)



# edmentum<sup>™</sup> STANDARD PURCHASE AND LICENSE TERMS

The terms and conditions contained in this document (the "Standard Terms") apply to any transaction whereby we (sometimes referred to in this document as "we" "us" or "our") provide to you our customer (referred to as "you" or "your" as identified in more detail on the applicable Order Form ("Order Form")) (1) license rights to use our software products for a fixed term, (2) hardware for use with the software products, or (3) professional services. These Standard Terms are an integral part of an agreement (the "Agreement") that consists of (in order of precedence) an Order Form, these Standard Terms, and any documents incorporated by reference into either the Order Form or Standard Terms (including those incorporated by hyperlink reference). You acknowledge that the Order Form and the Standard Terms constitute the entire agreement between the parties and will supersede and replace any provisions in your purchase order or other contracting or purchasing documents that do not exactly mirror these terms. The Agreement will be effective as of the Order Date specified on the Order Form and will be binding when the Order Form has been executed by you. We reserve the right to require your submission of a purchase order in connection with your order. Capitalized terms used throughout the Agreement are defined in the Order Form, in section 5.0 (below), and elsewhere in these Standard Terms. These Standard Terms may only be superseded or amended by other terms and conditions you and we have specifically documented in a signed Order Form.

**1.0 SOFTWARE** The following terms and conditions will apply to your transaction with us as described in more detail on the Order Form:

**1.1 General License Terms** All software license rights that we grant you are specifically subject to the following general terms and conditions:

**1.1.1** All licenses are non-exclusive, non-transferable and non-assignable.

**1.1.2** We either own or have licensed from third parties all rights necessary to grant the licenses being granted to the Software and Documentation. We or our licensors own and retain all rights, title and interest in and to the Software and all ideas, concepts, methodologies, formats, specifications, and other know-how furnished by us or our licensors in connection with this Agreement, as well as all related intellectual property rights.

**1.1.3** All access and use of Software under this Agreement will be subject to our Privacy Policy, which can be found at <http://www.edmentum.com/Privacy> which is expressly made a part of this Agreement.

**1.1.4** Licenses granted under this Agreement will be automatically revoked if this Agreement is terminated and automatically terminate on the expiration date as identified on the Order Form. We reserve the right to suspend or revoke any license granted under this Agreement if you breach this Agreement.

**1.1.5** We reserve the right to terminate the access to any Software to the extent we end of life or similar the Software. If we exercise this right we will transition you to an appropriate alternative Software product that we own or license.

**1.2 Restrictions** You and your Users will use the Software and Documentation solely for the purposes stated in the applicable license grants and will not (i) modify, copy or create derivative works based on the Software or Documentation; (ii) frame or mirror any content forming part of the Software or Documentation, other than for your own internal educational or training purposes and not in violation of an use or User restrictions; (iii) reverse engineer, decompile or disassemble the Software, (iv) access or allow others to access the Software or Documentation in order to build, market or offer a competitive product or service, or copy any ideas, features, functions, answers, questions, contents or graphics of the Software; (v) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share or otherwise commercially exploit or make the Software available to any third party, other than to Users as contemplated by this Agreement; (vi) send spam or otherwise unsolicited messages in violation of applicable laws, (vii) send or store infringing, obscene, threatening, libelous, or otherwise unlawful or tortious material, including material that is harmful to children or violates third party privacy rights, (viii) intentionally send or store any viruses, worms, time bombs, Trojan horses or other harmful or malicious code, files, scripts, agents or programs; (ix) interfere with

or disrupt the integrity or performance of the Software or the data contained therein; (x) attempt to gain unauthorized access to the Software or its related systems or networks; or (xi) publicly display or publicly perform the Software or Documentation without our prior written permission.

**1.3 Subscription Software Operability:**

**1.3.1 Maintenance and Access.** During the Subscription Period, we will use commercially reasonable efforts to make the Subscription Software available (subject to routine maintenance windows and unavailability not caused by us) to you and your Users via the Internet 24 hours a day, 7 days a week. All access rights for you and your Users will be via the worldwide web using a browser and Internet connection compliant with the System Requirements (described in section 1.4).

**1.3.2 Outage Periods.** The term "Outage Period" applies to Subscription Software and means a period of more than 48 consecutive hours in which your Users are prevented from accessing the Subscription Software due to factors completely within our control during a period that you are not in breach of this Agreement. Outage Periods exclude (a) planned downtime; or (b) any Force Majeure event. If you experience an Outage Period, then upon your written request we will issue you a credit for the pro-rated share of fees you have paid for usage during the month during which the Outage Period occurs. Your request for this credit must be made within 30 days after the end of the Outage Period. Your sole and exclusive remedy for an Outage Period will be the above credit.

**1.4 System Requirements.** Our System Requirements document (found at <http://www.edmentum.com/support>) ("System Requirements") details the necessary hardware, software, system configuration, network infrastructure, bandwidth and other operational requirements necessary for you to successfully operate and use the Software. The System Requirements are subject to periodic change. You acknowledge that you are responsible for the cost, operation and availability of, and you and your Users compliance with, all elements of the System Requirements.

**1.5 Responsibility for User Activity.** You are responsible for all activities that occur in User accounts and for compliance by your Users with these Standard Terms. You will: (i) have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of all Customer Data; (ii) use commercially reasonable efforts to prevent unauthorized access to, disclosure of or use of the Software, and notify us promptly of any such unauthorized access or use, and (iii) in connection with this Agreement, comply (and ensure compliance by your Users) with all applicable local, state and federal laws, rules and regulations.

**1.6 Intellectual Property**

**1.6.1 Reservation of Rights.** The Software we are

Attachment: Bids 10-25-16 (6008 : Bids)



providing is licensed to you, not sold. Subject to the limited rights expressly granted to you and your Users herein, we reserve all rights, title and interest in and to the Software and Documentation, including all related intellectual property rights (except for those owned by our third party vendors and licensors, which are reserved to them). No other rights are granted to you or your Users

**1.6.2 Rights to Customer Data.** As between you and us, you own all rights, title and interest in and to all Customer Data. You hereby grant us a non-exclusive, royalty free license to perpetually use, modify, distribute and work with the Customer Data to the extent that we do so in compliance with applicable law and our Online Learning Programs Privacy Policy.

**1.6.3 Suggestions** We will have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the Software any suggestions, enhancement requests, recommendations or other feedback provided by you or your Users relating to the operation of the Software

#### 1.6.4 Custom Learning Paths

**a. Rights to Custom Learning Paths.** Certain Software allows you to customize the sequencing of instructional content to suit your instructional needs. "Your Learning Paths" refers to the custom learning paths you create using this feature of the Software. We make no warranties or commitments related to your ability to access or use Your Learning Paths during the term of your licenses or at the expiration or termination of your licenses.

**b. Our Use of Your Learning Paths.** We may use Your Learning Paths and may provide them to our other customers.

**c. Customer Created, Modified or Stored Content** Certain of our products enable you to create, customize or store content, documentation or otherwise. If you do, you accept, agree and acknowledge that (i) we can use and disseminate such items, (ii) at the expiration or termination of your licenses, we will not be returning these items to you and you have no rights in such items and (iii) you are responsible for ensuring that all laws, regulations and judicial precedence is followed in such creation, customization, disclosure or storage, including but not limited to intellectual property laws and you will indemnify us and our affiliates, successors and assigns in the event you fail to do so.

**1.7 Limited Warranty for Software Products.** Subject to the terms of Section 4.6, we warrant that the Subscription Software will perform in substantial accordance with the applicable Documentation during the Subscription Period. This warranty is contingent on the authorized use of the Software in accordance with the applicable Documentation. If we breach this express warranty, we will at our option and expense: (a) as soon as commercially practical, consistent with industry practice, modify the affected Software to conform in material respects with the applicable Documentation, or (b) provide a replacement for the affected Software which generally conforms with that Documentation, or (c) accept the return of the affected Software and refund you the portion of your purchase price attributable to the returned product proportionate to the period remaining on your contract. This will be our sole obligation, and your sole remedy, with respect to any breach of this warranty. EXCEPT FOR THE EXPRESS WARRANTY PROVIDED IN THIS SECTION, THE SOFTWARE IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, WITHOUT ANY ADDITIONAL WARRANTIES OF ANY KIND. WE DO NOT WARRANT THAT THE LICENSED PROGRAM WILL PERFORM UNINTERRUPTED OR BE ERROR-FREE OR THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE WILL MEET YOUR PARTICULAR REQUIREMENTS OR PURPOSE

**2.0 THIRD PARTY SOFTWARE, HARDWARE AND SERVICES.** The following terms and conditions will apply to all Third Party Software that is included in any of the Software Products you have

licensed from us and all Third Party Software, Hardware and services listed on the Order Form

**2.1 Subject to Third Party's Warranties and Terms** Third Party Software and Hardware products and services are distributed by us as a licensor or reseller. These products are provided subject to the separate license and sale terms, conditions and restrictions required by the third party. WE DO NOT PROVIDE, AND WE EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, ON ANY THIRD PARTY SOFTWARE, HARDWARE AND SERVICES WE SUPPLY OR MAKE AVAILABLE TO YOU. IN ADDITION, WE DO NOT GUARANTEE THE AVAILABILITY OF SUCH THIRD PARTY SOFTWARE, HARDWARE OR SERVICES AS SUCH SOFTWARE, HARDWARE OR SERVICES MAY BE MODIFIED OR REMOVED AT ANY TIME.

**2.2 Warranty Claims** We will use reasonable commercial endeavors to facilitate warranty claims you may make against the third party supplying such products or services. This is our sole obligation relative to these products or services

**3.0 PROFESSIONAL SERVICES.** Professional Services listed on the Order Form will be provided subject to the following terms and conditions

**3.1 Mutual Cooperation.** You and we mutually agree to cooperate with each other in a professional and courteous manner in the performance of our respective duties in the delivery of Professional Services

**3.2 Scheduling Changes Caused by You.** You agree to notify us at least 5 business days in advance of your intention to reschedule previously confirmed on-site Professional Services sessions. If you do not provide such notice, and we are unable to re-assign the resources scheduled to provide your Professional Services, we reserve the right to charge you a cancellation fee of up to \$750 for each day cancelled without such notice.

**3.3 Scheduling Changes Caused by Us.** If we are required to reschedule (except for reasons caused in whole or in part by you or that are outside our reasonable control) a previously confirmed on-site Professional Services delivery session, we will use all reasonable efforts to provide you at least 5 business days' notice. If we do not provide such notice, and you incur reasonable direct, non-refundable expenses which you have made good faith efforts to avoid, we will upon your written request (which must include documentation of these expenses) provide you a credit for such expenses. In no case, however, will the amount of credit exceed \$750.

#### 3.4 Acceptance of Services and Warranty.

**3.4.1 Warranty and Acceptance.** We warrant that the Professional Services we provide will be performed in a workmanlike manner. If you reasonably determine that the Professional Services have not this standard, you must provide us written notice specifying any deficiencies in detail within 10 business days after the service delivery. We will then use reasonable commercial efforts to cure any such deficiencies promptly which may include our providing additional Professional Services at our expense. If you do not provide notice of any deficiencies to us within the 10 day period, your acceptance of the Professional Services will be considered final

**3.4.2 Failure to Cure.** If you give us notice under subsection 3.4.1 and we are unable to cure the deficiency within 60 days after your notice, you may terminate the directly affected portions of service and obtain a refund of amounts you have paid for the terminated services.



**3.4.3 Sole remedies.** The remedies specified in this section 3.4 are your only Professional Services related remedies.

**3.5 Compliance with Workplace Rules.** We will have the person or persons we assign to perform the Professional Services comply with those of your lawful workplace rules you have provided to us and them in writing in advance.

**3.6 Subcontractors** We may, in our reasonable discretion, use third parties, including, but not limited to agents, to perform any of our obligations regarding delivery of the Professional Services

## 4.0 GENERAL TERMS

### 4.1 Fees and Payment

**4.1.1 Fees** You agree to timely pay all amounts due to us as shown on the Order Form Except if specified in the Order Form or in section 1.3.2 (re Outages) all such amounts are non-cancellable and non-refundable.

**4.1.2 Taxes** Except to the extent you provide us with a valid tax exemption certificate authorized by the appropriate taxing authority covering all applicable taxes otherwise due and payable, we will invoice you for and you will pay any applicable direct or indirect local, state, federal or foreign taxes, levies, duties or similar governmental assessments of any nature, including, but not limited to, value-added, gross receipts, sales, use or withholding taxes associated with your license or purchases under this Agreement, except for taxes based on our net income or real property.

**4.1.3 Acceptance.** All Software and Hardware will be deemed accepted upon our making it available to you online and will thereafter be subject to the warranty provision of this Agreement.

### 4.2 Confidentiality

**4.2.1 Definition of Confidential Information.** "Confidential Information" means all confidential and proprietary information disclosed by one party (the "Discloser") to the other (the "Receiver") and either designated as confidential or of a type reasonably expected to be confidential Confidential Information includes the Customer Data, the Software, business and marketing plans, technology and technical information, product designs, and business processes, but does not include any information that, without breach of obligation owed to Discloser: (a) is or becomes generally known to the public, (b) was known to the Receiver prior to its disclosure by the Discloser, (c) was independently developed by the Receiver; (d) is received from a third party; or (e) is public under Florida law.

**4.2.2 Protection.** The Receiver will not disclose or use any Confidential Information of the Discloser for any purpose outside the scope of this Agreement, except with the Discloser's prior written permission. The Receiver will protect the Confidential Information of the Discloser as if it were the Receiver's own Confidential Information, and at a minimum, with reasonable care This obligation will survive termination of this Agreement for a period of 3 years. You accept and acknowledge that you input the information and data into our Software, including any student personal information that you deem necessary and that we have no control over such input, that certain third parties may have access to such information and data to assist in enhancing the Software and in facilitating your Users use and access of the Software and that we may retain the data and information that you provide in accordance with our normal retention and destruction practices on certain of our servers, SAN and/or cloud backups.

**4.2.3 Compelled Disclosure.** If by court order, legal requirement or regulatory authority the Receiver is forced to disclose Confidential Information of the Discloser, the Receiver will (to the extent legally permitted) give the Discloser prompt notice of the order and will provide, at the Discloser's request and cost, reasonable assistance to contest the disclosure

*Standard Purchase and License Terms*  
Document Ref: July 2016 Version

**4.2.4 Remedies** If the Receiver discloses or uses (or threatens to disclose or use) any Confidential Information of the Discloser in breach of this section, the Discloser will have the right, in addition to any other available remedies, to seek injunctive relief to prevent further (or the threatened) disclosure.

### 4.3 Indemnities.

**4.3.1 Our Indemnification of You.** Subject to the conditions described below and the provisions of section 4.6, we will defend, indemnify and hold you harmless against any loss, damage or costs (including reasonable attorneys' fees) incurred in connection with claims, demands, suits, or proceedings (collectively called "Claims") made or brought against you by a third party, as follows:

a. **For Personal Injury or Property Damage** Our indemnity covers Claims alleging personal injury or property damage to the extent caused by the willful misconduct or gross negligence of our personnel while on your premises

b. **For Infringement:** Our indemnity covers Claims alleging that your use of the Software in accordance with the terms of this Agreement, or any information or material (collectively called "Material") furnished by us in connection with this Agreement infringes the intellectual property rights of a third party This indemnification does not apply to Hardware. We will have no liability for any claim of infringement or misappropriation to the extent (a) the Material is based on specifications or directions you provided, (b) your use of a superseded or altered version of some or all of the Material if infringement or misappropriation would have been avoided by the use of a subsequent or unaltered release of the Material provided to you or (iii) your use occurs in a jurisdiction other than the United States. If the Software becomes, or in our opinion is likely to become, the subject of an infringement claim, we may, at our option and expense, either procure for you the right to continue using the Software; replace or modify the Software so that it becomes non-infringing and remains functionally equivalent, or require the return of the affected Software and refund you the portion of your purchase price attributable to the returned product for the remaining order period

**4.3.2 Your Indemnification of Us.** Subject to the conditions described below and section 4.6, and to the extent allowed by §.768.28.F.S., you will defend, indemnify and hold us harmless against any loss, damage or costs (including reasonable attorneys' fees) incurred in connection with Claims made or brought against us by (i) a third party alleging that the Customer Data, your use of the Software in violation of this Agreement, or any Material provided by you either: (a) infringes the intellectual property rights of a third party, or (b) has otherwise harmed a third party, or (ii) anyone who has suffered personal injury or property damage based upon you or your employees, agents or students negligence or intentional misconduct

**4.3.3 Conditions** These indemnities will be conditioned on the party seeking indemnity: (a) promptly providing the other with a written notice of the Claim; (b) giving the other party sole control of the defense and settlement of the Claim, provided that the other party may not settle any Claim unless the party seeking indemnity is unconditionally released from liability; and (c) at no charge, providing the other party with all reasonable assistance relative to the defense of the Claim

**4.3.4 Exclusive Remedies** Our and your exclusive indemnification responsibilities are stated in this section 4.3

**4.4 Care of Customer Data** We will make periodic backups of Customer Data entered using our Subscription Software and will otherwise use reasonable commercial care, consistent with general industry practice, to protect such data against loss. We are not responsible for lost Customer Data You will be responsible for the maintenance of Customer Data held in our application and for replacing it if it is lost for any reason.

**4.5 Force Majeure.** The term "Force Majeure" means circumstances beyond the reasonable control of a party (such as acts of God, government restrictions, wars, insurrections, labor strife,

Page 3 of 5

Attachment: Bids 10-25-16 (6008 : Bids)



or failure of suppliers, communication or data systems, subcontractors, or carriers) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. In the event the Force Majeure persists for more than 90 days, the other party may terminate the affected portions of this Agreement upon written notice.

#### 4.6 Disclaimers, Limitations and Exclusions.

**4.6.1 Warranty Disclaimer.** EXCEPT AS EXPRESSLY PROVIDED IN SECTION 3.4 OF THIS AGREEMENT, WE MAKE NO WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND WE SPECIFICALLY DISCLAIM ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

**4.6.2 Limitation of Liability.** EXCEPT FOR BREACHES OF CONFIDENTIALITY OBLIGATIONS (WHICH ARE LIMITED TO \$50,000 IN THE AGGREGATE FOR ALL CLAIMS AGAINST EITHER PARTY IN ANY CALENDAR YEAR) IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT, TORT, INDEMNIFICATION OR UNDER ANY OTHER THEORY OF LIABILITY, EXCEED THE AMOUNTS ACTUALLY PAID BY YOU TO US UNDER THE APPLICABLE ORDER FORM. THE ABOVE LIMITATION WILL NOT APPLY TO EITHER PARTY IN THE EVENT YOUR STATE STATUTES ARE FOUND TO GOVERN THIS AGREEMENT AND THEY SPECIFICALLY PROHIBIT A LIMITATION OF LIABILITY PROVISION.

**4.6.3 Exclusion of Consequential and Related Damages.** IN NO EVENT WILL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER FOR ANY LOST PROFITS OR FOR ANY INDIRECT, SPECIAL, LIQUIDATED, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES HOWEVER CAUSED AND, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**4.7 U.S. Governmental Users.** The Software and Documentation are "Commercial Items," as defined at 48 C.F.R. §2.101, and are licensed subject to Restricted Rights applicable to Commercial Items and only with those rights expressly granted under this Agreement. The U.S. Government will not be entitled to technical information that is not customarily provided to the public or to use, modify, reproduce, release, perform, display, or disclose the Software or Documentation except as allowed under this Agreement.

#### 4.8 Term and Termination

**4.8.1 Term of this Agreement.** This Agreement will begin on the Order Date and will, unless earlier terminated in accordance with this section, continue in effect until the end of the last License Period covered by this Agreement.

**4.8.2 Termination for Cause.** A party may terminate this Agreement for cause: (i) 30 days after written notice of a material breach to the other party if such breach remains uncured at the expiration of such period; or (ii) if the other party ceases to conduct business in the ordinary course, files a petition for liquidation bankruptcy, fails to have an involuntary petition for bankruptcy dismissed or converted to a non-liquidation bankruptcy within 60 days after filing, or makes an assignment of essentially all assets for the benefit of creditors.

**4.8.3 Outstanding Fees.** Termination will not relieve you of the obligation to pay any fees payable to us prior to the effective date of termination.

**4.9 Surviving Provisions.** The following provisions will survive any termination or expiration of this Agreement: 1.6, 1.7, 2.1, 4.2, 4.3.1, 4.3.2, 4.3.4, 4.6, 4.9 and 5.0

**4.10 Assignment.** Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld). Notwithstanding the foregoing, we may assign this Agreement in its entirety without your consent, in connection with a transaction involving a sale of all or substantially all of our assets or equity through merger or otherwise. Any attempt by a party to assign its rights or obligations under this Agreement in breach of this section will be void and of no effect. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

**4.11 Student/Parent Consents.** You are responsible for obtaining any necessary or legally required consents from students, parents and/or guardians related to your Users access and use of the Software.

**4.12 Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and supersedes all prior agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by both parties. To the extent of any conflict or inconsistency between the provisions in these Standard Terms and an Order Form, the terms of the Order Form will prevail.

**4.13 Governing Law.** This Agreement will be governed by the internal laws of the State of Florida, without regard to its conflicts of laws rules unless the statutes or applicable rules governing your activities where your situated require that the laws of the State where your situated apply, in which case they will, without regard to the conflict or laws rules.

**4.14 Third Parties.** There are no third-party beneficiaries to this Agreement.

**4.15 Notices.** All notices under this Agreement will be in writing and will be deemed given upon: (a) personal delivery; (b) the second business day after mailing; (c) the second business day after sending by confirmed facsimile; or (d) the second business day after sending by confirmed email. Notices to us will be addressed to the attention of Director of Customer Finance. Notices to you will be addressed to the attention of the person signing the Order Form for you.

**4.16 Relationship of the Parties.** The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties.

**4.17 Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be subject to modification by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect.

**4.18 Waiver.** No failure or delay by either party to exercise a right under this Agreement will be a waiver of that right.

#### 5.0 DEFINITIONS

- "Concurrent License" means a Subscription License that may be accessed during the Subscription Period by any User, but may only be accessed by one individual User at a time.
- "Course Enrollment" shall mean a Consumable License plus the non-exclusive services of a virtual instructor qualified to provide online teaching services associated with the Consumable License.



- **"Consumable License"** means a Subscription License to a single course assigned to a single, Named User. Prior to the Learner Preview Date, a Consumable License may be reassigned to a different Named User, or designated as unassigned and available for future use. The Subscription Period for a Consumable License begins when the course content is first accessed by the Named User and ends one year later.
- **"Customer Data"** means all electronic data, materials and other information you and/or your Users have entered or stored in the Software, including, but not limited to data and records relating to student information, performance or use, teacher data and supplemental instructional materials.
- **"Documentation"** means technical specifications identified in this Agreement
- **"Hardware"** means a hardware product marketed by us which is listed on the Order Form and is intended to be used in connection with Software provided by us
- **"License Period"** means the period of time during which you will have access to the Software you license under this Agreement. This period will begin with the Start Date identified in the applicable Order Form, and (unless earlier revoked in accordance with this Agreement) will last for the duration of the Subscription Period following the Start Date.
- **"Named User"** means a specific User identified by name and designated as the sole User of specific license
- **"Order Form"** means the Order Form prepared and offered by us and returned to us by you indicating your acceptance of the terms and conditions of this Agreement.
- **"Reusable License"** means a Subscription License whereby only one Named User is designated to use the license at a time, but may be reassigned to another Named User during the Subscription Period. While a Reusable License is assigned to a specific Named User, it may not be used by any other User at any time until reassigned to another Named User.
- **"Software"** means online educational software that we make available either via our Internet-based learning management system (for Subscription Software) or via readable media or electronic download (for Perpetual Software).
- **"Professional Services"** means the services we provide to you to assist in your implementation, on-going use of the Software or our Academy services, as applicable.
- **"Software"** means software marketed by us which is listed on the Order Form. The term "Software" includes both our Software and Third Party Software.
- **"Site License"** means a Subscription License that may be accessed during the Subscription Term by all authorized Users located in the specific physical site identified on the Order Form.
- **"Subscription Software"** means Software licensed for a specified period of time (the Subscription Period).
- **"Subscription Period"** means the License Period for Subscription Software as identified on the Order Form.
- **"Third Party Software"** means software we acquire from a third party producer for distribution to our customers under licensing terms and conditions specified by the producer.
- **"Users"** means individuals you authorize to use Software and supply (or authorize us to supply) user identifications and passwords for and for which you've purchased an adequate quantity of licenses. Users may include your students and their parents to the extent permitted and in accordance with the roles as defined in the Documentation
- **"We", "Us" or "Our"**, whether or not capitalized, refer to the entity or entities identified on the first page of the Order Form (Edmentum, Inc., Archipelago Learning, Inc., Educational Options, Inc. or Education City, Inc.).

School Board Meeting of: **October 25, 2016****Bid File No:** 17-480-090-SS**Bid File Title:** Sole Source Curriculum Materials**Contract Period:** thru  N/A - One Time Purchase**Contract Value:** \$ 101,600.00**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 distribution rights to these materials.**Submitted By:** Linda M. Balcombe, CPPO, CPPB **For:** Eight Elementary Schools  
**Title:** Director, Purchasing Department**Requested By:** Jane E. Golding **Buyer:** Clair Stapleton  
**Title:** Director Exceptional Student Education Department**Recommended award by vendor as follows:****AMERICAN READING COMPANY V23216**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
8 Elementary Schools	IRLA Starter Kit	\$8,750.00	\$70,000.00
	Program Materials	2,200.00	17,600.00
	Software Subscriptions	1,750.00	14,000.00
	<b>TOTAL:</b>		<b>\$101,600.00</b>

**For Schools Listed Below:**Bardmoor Elementary School, Bay Point Elementary School, Mount Vernon Elementary School, New Heights Elementary School, Pinellas Park Elementary School, 74<sup>th</sup> Elementary School, Sutherland Elementary School and Woodlawn Elementary School.

School Board Meeting of: **October 25, 2016**

**Bid File No:** 17-480-085-SS

**Bid File Title:** Sole Source Copyrighted Materials

**Contract Period:** 10/25/16 thru 10/25/17

N/A - One Time Purchase

**Contract Value:** \$ 64,099.56

**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 distribution rights of this software.

**Submitted By:** Linda M. Balcombe, CPPO, CPPB **For:** County Wide Schools  
**Title:** Director, Purchasing Department

**Requested By:** Natasa Karac **Buyer:** Clair Stapleton  
**Title:** ESOL Specialist

**Recommended award by vendor as follows:**

**HOUGHTON MIFFLIN HARCOURT V-33888**

<u>PART #</u>	<u>ISBN #</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>PRICE</u>	<u>TOTAL</u>
3016402	9780545822886	English 3D Course B Volume 1 Issues Book	150	\$16.95	\$2,542.50
3015729	9780545822909	English 3D Course B Volume 2 Issues Book	150	16.95	2,542.50
3009105	9780545822930	English 3D Course B Volume 2 Language & Writing Pro	150	24.95	3,742.50
3009177	9780545823067	English 3D Course B Volume 1 Language & Writing Pro	150	24.95	3,742.50
3021976	9781328006349	English 3D Course B Volume 1 and 2 Teaching Materials	8	629.80	5,039.20
6002367	9781328006646	English 3D Course B Volume 1 and Volume 2 Class Set, National	1	18,500.00	18,500.00
3027441	9780545452359	Deluxe Start Up Classroom and PD Package	1	16,616.00	16,616.00
3011244	9780545629737	ISSUES Book Course, Course II	130	14.95	1,943.50
3020563	9780545629751	Language & Writing Portfolio, Course II	130	22.95	2,983.50
3012375	9780545630696	English 3D Instructional Materials Pack, Course C	7	485.00	3,395.00
		Shipping & Handling (5.00%)	1		3,052.36
				<b>TOTAL:</b>	<b>\$64,099.56</b>

Attachment: Bids 10-25-16 (6008 : Bids)

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6015)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY  
FROM: MICHAEL A. GREGO, Ed.D., SUPERINTENDENT  
SUBJECT: Request Approval of the 2017 Self-Insured Health Insurance Plan

**BACKGROUND:**

Effective January 1, 2016, Pinellas County Schools transitioned to a self-insured public employer health plan administered by Humana. Based upon our claims experience, medical trend, prescription drug increases, and the fees and expenses required of a self-employer, Aon Hewitt's actuaries have determined that a 6.7 percent increase is necessary for 2017.

The increase would provide a buffer for increased claims and continue to fund our three-year plan to meet our Florida Statute 112.08 reserve requirements.

The 2017 health plan includes no plan design changes, an enhanced Telemedicine provider feature through Doctors on Demand, and no payroll deduction increases for our active employees. The proposed plan design and rates were recommended by the Employee Well-being and Satisfaction Committee. It is subject to ratification by all bargaining units.

There are approximately 9,875 employees and 600 retirees enrolled in the health plan. The Summary Plan Description (SPD) will be available under the certificate of insurance link listed on the Risk Management and Insurance web page – [Certificate of Insurance Link](#)

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the 2017 Self-Insured Health Insurance Plan
2. Do not approve the 2017 Self-Insured Health Insurance Plan

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

Employees may select from three health plans: The Consumer Directed Health Plan (CDHP), Staff HMO, and Point-of-Service Plan (NPOS). All three plans provide different network access and benefits enabling employees to choose the plan that best meets their needs. Humana's marketplace presence enables them to negotiate favorable pricing benefiting both the board and employees.

The proposed plan design is based upon the health plan's claims and financials and is intended to ensure the long-term stability of the plan. The payroll model is based upon actuarially-sound rates as determined by Aon Hewitt's actuary and consulting team.

Humana is an experienced third-party administrator whose continued partnership will ensure that our employees, retirees and their dependents receive high-quality healthcare at affordable prices.

**FINANCIAL IMPACT:**

The projected 2017 self-insured premium for active employees is \$124.9M with the increased cost paid by the board. The projected Board Contribution for 2017 is \$96.4M. (Note: Aon Hewitt Attachment).

As a self-insured employer, the district is responsible for all claims and expenses of the health plan. Stop-loss and administrative fees are included in the monthly premium rates that will be paid into the plan.

Stop-loss insurance will be provided by Humana as follows:

- Individual Stop-Loss: to protect the plan against individual large claims with a \$500,000 annual individual deductible (per covered person) for claims incurred in a 12-month period (01/01/17 - 12/31/17) and paid in 15 months (01/01/17 - 03/31/18) and an unlimited lifetime.
- Aggregate Stop-Loss: to protect the plan against an unusually large volume of claims by capping the total annual claim exposure of the plan at 125 percent of expected claims.

Funding for the health plan is provided in the district's budget model.

**2017 MONTHLY PREMIUM RATES:**

<u>Plan</u>	<u>CDHP</u>	<u>Staff HMO</u>	<u>NPOS</u>
Employee	\$598.33	\$628.33	\$643.33
Employee +Child(ren)	\$1,055.00	\$1,115.00	\$1,145.00
Employee Plus Spouse	\$1,190.00	\$1,250.00	\$1,280.00
Family	\$1,716.66	\$1,801.67	\$1,861.66

**PLAN DESIGN CHANGES:**

None

**2017 EMPLOYEE PAYROLL DEDUCTIONS:**

<u>Plan</u>	<u>CDHP</u>	<u>Staff</u>	
<u>HMON</u>	<u>POS</u>		
Employee	\$53.00	\$71.00	\$80.00
Employee +Child(ren)	\$146.00	\$182.00	\$200.00
Employee Plus Spouse	\$159.00	\$195.00	\$213.00
Family	\$215.00	\$266.00	\$302.00
Two Board Family	\$120.00	\$171.00	\$207.00

HUMANA Go365 (New name effective January 1 - formerly Humana Vitality):

Humana Go365 is included in the 2017 health plan. It is designed to foster member engagement and provide incentives for attaining key personal health goals.

Employees will receive the following wellness credits for 2017 health coverage beginning with the first payroll in December 2016\*:

- \$10 per pay period - Employee only
- \$15 per pay period - Employee + Child(ren)
- \$15 per pay period - Employee + Spouse
- \$20 per pay period - Employee + Family and 2-Board Family

\* Wellness premium credits are based upon the policyholder's Humana Vitality status earned as of August 31 and will remain static for 2017 health coverage. Vitality credits will terminate if health coverage is terminated.

DATA SOURCES:

William Corbett, Ed.D., Deputy Superintendent

David Koperski, School Board Attorney

Kevin Smith, Associate Superintendent, Finance and Business Services

April Paul, Managing Officer, Employee Benefits, Health, and Workers Compensation

Bargaining Leadership Team

Aon Hewitt

Humana

SUBMITTED BY:

Paula Texel, Assistant Superintendent, Human Resources Services

ATTACHMENTS:

- 2017 Funding Exhibit - No Plan Changes - Updated Expenses (PDF)



**PINELLAS COUNTY SCHOOLS**  
PROJECTION SUMMARY



<b>Experience Period:</b>	<b>January 2015 - December 2015</b>
<b>TOTAL PLAN COSTS:</b>	<b>\$126,013,000</b>
<b>112.08 Build Up in 2017</b>	<b>\$4,201,000</b>
Assumes \$7.9M built up in 2016 and funding 2/3 of way to expected 2018 level and decreased \$1.5M due to Vitality reimbursement	
<b>Total 2017 Costs</b>	<b>\$130,214,000</b>
<b>Self-Insured Premium Equivalent:</b>	<b>\$122,001,000</b>
Surplus (Deficit)	(\$8,213,000)
Increase Needed:	6.7%

**FEE SUMMARY PEPM**

Core ASO	\$36.70
Integrated Chronic Condition Management	\$1.69
Maternity Program	\$0.47
Nurse Line Package	\$0.45
COBRA	\$0.50
Telephonic EAS and Work-Life	\$1.97
Oncology Quality Management	\$0.63
Therapeutic Review Services	\$0.79
Cardiac Consultation	\$0.44
Radiology Consultation	\$0.72
Radiation Therapy Management	\$0.32
Telemedicine	\$0.18
ASO Fee Subtotal	<b>\$44.86</b>
Vitality Reward	\$2.31
PCA Fee (Per User)	\$4.95

**Note: No FSA Fees or Opt-Out credits are included as those are not expected to be paid out of the Health fund.**

**OTHER EXPENSES:**

Stop Loss - \$29.1 PEPM Specific Stop Loss; \$1.65 PEPM Aggregate Stop Loss

ACA Fees: \$2.26 PMPY

**Note:**

No claims margin is included.

No plan design changes.

No FSA Fees or Opt-Out credits are included as those are not expected to be paid out of the Health fund.

2017 Projected Plan Costs Actives Only - \$124.9M

Does not include expenses for Healthcare BlueBook

**2017 PREMIUM RATE:**

	CDHP	Staff HMO	NPOS
Employee Only Only	\$598.33	\$628.33	\$643.33
Employee+Children	\$1,055.00	\$1,115.00	\$1,145.00
Employee+Spouse	\$1,190.00	\$1,250.00	\$1,280.00
Family	\$1,716.66	\$1,801.67	\$1,861.11

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6020)**

October 25, 2016

**TO:** MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

**SUBJECT:** Setting a Public Hearing and Authorizing the Advertisement of the Public Hearing to Consider the Amendment to Policy 0171 - DUTIES: REVIEW OF POLICY (This is the first reading.)

**BACKGROUND:**

The Pinellas County School Board maintains the District's bylaws and policies printed and codified in the comprehensive document entitled "Bylaws and Policies of the School Board of Pinellas County." In the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or otherwise is recommended for revision, the affected policy will be reviewed and amended accordingly. This bylaw is being revised because the Florida Legislature has removed certain requirements regarding bi-annual reviews.

**STRATEGIC DIRECTION:** Learning in a Safe Environment

**ALTERNATIVES:**

1. Approve the setting of a public hearing and authorize the advertisement of the public hearing to consider the proposed amendment to policy.
2. Modify the approve the setting of a public hearing, and authorize advertisement of the public hearing to consider the modified amendment to policy.
3. Do not approve the setting of a public hearing and authorization to advertise the public hearing to consider the proposed amendment to policy.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

This bylaw is being revised so that a reference to a requirement that has been removed from F.S. Chapter 120 is no longer cited as the rationale for revising policies. Specifically, the language requiring a formal policy review every two years has been removed, as well as the language referring to a formal filing of the formal review policy during odd numbered years.

**FINANCIAL IMPACT:**

There is no financial impact to the district.

**DATA SOURCES:**

David Koperski, School Board Attorney  
Mary Beth Corace, Ph.D., Director, Strategic Planning and Policy

**SUBMITTED BY:**

William Corbett, Ed.D., Deputy Superintendent

Request for Approval (ID # 6020)

Meeting of October 25, 2016

**ATTACHMENTS:**

- Policy 0171 - Duties (PDF)

DUTIES

The School Board is committed to an inclusive governance model insuring that policy focuses on student learning.

0171 **Review of Policy**

The School Board will evaluate how policies have been implemented and their general effectiveness. It will rely on the school staff, students, and community to provide evidence of the effect of the policies it has adopted.

The Superintendent and School Board Attorney shall continually call to the Board's attention all policies that need revision, and the Superintendent shall recommend adoption of revisions as necessary and appropriate. All such revisions shall be in accordance with the Administrative Procedures Act (F.S. Chapter 120).

~~The Board shall review and revise its policies as often as necessary to ensure that its policies are correct and comply with statutory requirements. Additionally, the Board shall perform a formal review of its policies every two (2) years. In the review, the Board shall:~~

- ~~— A. — identify and correct deficiencies in its policies;~~
- ~~— B. — clarify and simplify its policies;~~
- ~~— C. — delete obsolete or unnecessary policies;~~
- ~~— D. — delete policies that are redundant of statutes;~~
- ~~— E. — seek to improve efficiency, reduce paperwork, or decrease costs to government and the private sector;~~
- ~~— F. — contact agencies that have concurrent or overlapping jurisdiction to determine whether their policies can be coordinated to promote efficiency, reduce paperwork, or decrease costs to government and the private sector; and~~
- ~~— G. — determine whether the policies should be continued without change or should be amended or repealed to reduce the impact on small business while meeting the stated objectives of the proposed policy.~~

~~By October 1st of every odd numbered year, the Board shall file a report with the President of the Senate, the Speaker of the House of Representatives, and the committee, with a copy to each appropriate standing committee of the Legislature, which certifies that the Board has complied with the requirements of F.S. 120.74.~~

Adopted 12/9/09; Revised 6/29/10, xx/xx/xx

Approved as to form and legality:



School Board Attorney

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6021)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Setting a Public Hearing and Authorizing the Advertisement of the Public Hearing to Consider the Amendment to Policy 1121 - CONDITIONS FOR INITIAL EMPLOYMENT OF ADMINISTRATORS; Policy 3121 - CONDITIONS FOR INITIAL EMPLOYMENT OF INSTRUCTIONAL STAFF and Policy 4121 - CONDITIONS FOR INITIAL EMPLOYMENT OF SUPPORT STAFF (This is the first reading.)

**BACKGROUND:**

Currently, School Board Policies 1121, 3121 and 4121 prescribe the number of acceptable employment references which must be received before an individual is eligible for employment. This type of criteria is more appropriately contained in employment procedures. This change follows the recommendation of consultants from the Urban Schools Human Capital Academy.

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

**ALTERNATIVES:**

1. Approve the setting of a public hearing and authorize the advertisement of the public hearing to consider the proposed amendment to policy.
2. Modify the amendment, approve the setting of a public hearing, and authorize advertisement of the public hearing to consider the modified amendment to policy.
3. Do not approve the setting of a public hearing and authorization to advertise the public hearing to consider the proposed amendment to policy.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

Consistent with previous policy amendments intended to remove procedural criteria from School Board Policies, the above policies dictating the number of employment references should be removed from policy and instead incorporated as part of the hiring procedures and Searchsoft software. The hiring procedures will allow for greater flexibility in addressing the need to efficiently hire applicants.

**FINANCIAL IMPACT:**

There is no financial impact to the district.

**DATA SOURCES:**

David Koperski, School Board Attorney  
 Laurie Dart, Staff Attorney  
 Mary Beth Corace, Ph.D., Director, Strategic Planning and Policy

**SUBMITTED BY:**

William P. Corbett, Ed.D., Deputy Superintendent

**ATTACHMENTS:**

- Policy 1121 - Conditions for Initial Employment of Administrators (PDF)
- Policy 3121 - Conditions for Initial Employment of Instructional Staff (PDF)
- Policy 4121 - Conditions for Initial Employment of Support Staff (PDF)

## 1 1121 - CONDITIONS FOR INITIAL EMPLOYMENT OF ADMINISTRATORS

2 Applicants for initial employment must submit an employment application, a copy of the social security card  
 3 with correct name or other form of work authorization, and ~~shall otherwise, if not currently an employee of~~  
 4 ~~the School Board, a minimum of three (3) acceptable references. Candidates shall~~ meet the Board's hiring  
 5 ~~guidelines criteria~~ and follow the procedures established by the Superintendent~~employment prerequisites~~  
 6 prior to consideration for any vacancy.

7 Failure of candidates to adhere to the time schedule established for submission of documents may be  
 8 cause for failure to employ or for dismissal.

9 False or misleading statements or answers or omissions made by a person in connection with seeking  
 10 employment may bar a person from employment with the Board or, if discovered after employment, may  
 11 result in disciplinary action, including termination upon the recommendation of the Superintendent and the  
 12 approval of the Board. Each case shall be considered on its own merits.

13 The Superintendent shall develop appropriate employment procedures governing the recruitment,  
 14 screening, selection, appointment, and employment of all personnel consistent with Florida statutes, State  
 15 Board of Education rules, Federal requirements, and Board policies.

16 F.S. 121.091, 1012.01, 1012.32, 1012.40 Revised xx/xx/xx

17  
 18  
 19 Approved as to form and legality:  
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 23 \_\_\_\_\_  
 24 School Board Attorney  
 25

1 3121 - CONDITIONS FOR INITIAL EMPLOYMENT OF INSTRUCTIONAL STAFF

2 Applicants for initial employment must submit an employment application, a copy of the social security card  
 3 with correct name or other form of work authorization, and ~~shall otherwise, if not currently an employee of~~  
 4 ~~the School Board, a minimum of three (3) acceptable references. Candidates shall~~ meet the Board's hiring  
 5 ~~guidelines criteria~~ and ~~follow the procedures established by the Superintendent employment prerequisites~~  
 6 prior to consideration for any vacancy.

7 Failure of candidates to adhere to the time schedule established for submission of documents may be  
 8 cause for failure to employ or for dismissal.

9 False or misleading statements or answers or omissions made by a person in connection with seeking  
 10 employment may bar a person from employment with the Board or, if discovered after employment, may  
 11 result in disciplinary action, including termination upon the recommendation of the Superintendent and the  
 12 approval of the Board. Each case shall be considered on its own merits.

13 The Superintendent shall develop appropriate employment procedures governing the recruitment,  
 14 screening, selection, appointment, and employment of all personnel consistent with Florida statutes, State  
 15 Board of Education rules, Federal requirements, and Board policies.

16 F.S. 121.091, 1012.01, 1012.32, 1012.40 Revised xx/xx/xx

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18 Approved as to form and legality:

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 School Board Attorney

1            4121 - CONDITIONS FOR INITIAL EMPLOYMENT OF SUPPORT STAFF

2            Applicants for initial employment must submit an employment application, a copy of the social security card  
3            with correct name or other form of work authorization, and ~~shall otherwise, if no currently an employee of~~  
4            ~~the School Board, a minimum of three (3) acceptable references. Candidates shall~~ meet the Board's hiring  
5            ~~guidelines criteria~~ and follow the procedures established by the Superintendent employment prerequisites  
6            prior to consideration for any vacancy.


7            Failure of a candidate to adhere to the time schedule established for submission of documents may be  
8            cause for failure to employ or for dismissal.

9            False or misleading statements or answers or omissions made by a person in connection with seeking  
10           employment may bar a person from employment with the Board or, if discovered after employment, may  
11           result in disciplinary action, including termination upon the recommendation of the Superintendent and the  
12           approval of the Board. Each case shall be considered on its own merits.

13           The Superintendent shall develop appropriate employment procedures governing the recruitment,  
14           screening, selection, appointment, and employment of all personnel consistent with Florida statutes, State  
15           Board of Education rules, Federal requirements, and Board policies.

16           F.S. 1012.01, 1012.01, 1012.32, 1012.40 Revised xx/xx/xx

17  
18  
19           Approved as to form and legality:

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22             
23           \_\_\_\_\_  
24           School Board Attorney  
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**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6022)**

October 25, 2016

**TO:** MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

**SUBJECT:** Setting a Public Hearing and Authorizing the Advertisement of the Public Hearing to Consider the Amendment to Policy 2630 - SERVICE ANIMALS (This is the first reading.)

**BACKGROUND:**

Due to recent decisions in cases regarding service animals as well as updated guidance from the Department of Justice and the Florida Department of Education, the District is updating its Board policy regarding the use of service animals in schools. The updated policy also references a Service Animal Access Request Form which has been developed in order to assist schools in processing such requests.

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

**ALTERNATIVES:**

1. Approve the setting of a public hearing and authorize the advertisement of the public hearing to consider the proposed amendment to policy.
2. Modify the amendment, approve the setting of a public hearing, and authorize advertisement of the public hearing to consider the modified amendment to policy.
3. Do not approve the setting of a public hearing and authorization to advertise the public hearing to consider the proposed amendment to policy.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

The updated policy is consistent with recent case law as well as guidance received from both state and federal agencies and the use of the new Request Form will assist schools in making consistent determinations regarding the appropriateness of use of service animals in the school setting.

**FINANCIAL IMPACT:**

There is no financial impact to the district.

**DATA SOURCES:**

David Koperski, School Board Attorney  
 Heather Wallace, Assistant School Board Attorney  
 Mary Beth Corace, Ph.D., Director, Strategic Planning and Policy

**SUBMITTED BY:**

William P. Corbett, Ed.D., Deputy Superintendent

Request for Approval (ID # 6022)

Meeting of October 25, 2016

**ATTACHMENTS:**

- Policy 2630 - Service Animals (PDF)

## 2630 – SERVICE ANIMALS

(1) **Introduction:** The School Board and District recognize that students may be accompanied at school by a service animal when allowed by law and this policy. A student's service animal cannot be brought onto school property without prior knowledge and approval by the school and/or district administration. ~~The student's need for and use of the service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan. A student must be a student with a disability in order to be accompanied by a service animal. If the student has not been previously found eligible under Section 504 or Exceptional Student Education, a team meeting should be held as soon as possible after the request is received to determine if the student is a student with a disability and is eligible under Section 504 or Exceptional Student Education.~~ A service animal is the personal property of the student and/or parents. The district school board does not assume responsibility for training, daily care, or healthcare of service animals.

### (2) Service Animal Defined

~~(a) Florida law defines a service animal as "an animal that is trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work done or tasks performed must be directly related to the individual's disability and may include, but are not limited to, guiding an individual-person who is visually impaired or blind, alerting an individual-person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting an individual-person who is having a seizure, retrieving objects, alerting an individual to the presence of allergens, providing support and assistance with balance and stability to an individual with a mobility disability, helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors, reminding an individual with mental illness to take prescribed medications, calming an individual with posttraumatic stress disorder during an anxiety attack, or doing specific work or performing other special tasks. A service animal is not a pet." The term service animal is limited to a dog or miniature horse. The provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.~~

~~(b) Federal regulations implementing the Americans with Disabilities Act define a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by this service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition."~~

~~(c) Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote general emotional well-being are not service animals. To be considered a service animal, the animal must perform tasks directly related to the person's disability.~~

(3) **Service Animal Standards of Behavior:** The service animal must not in any way interfere with the educational process of any student and must not pose a health or safety threat to any student, personnel, or other persons. If the standards for behavior are not met, the service animal will be excluded or removed from the school setting. The behavioral expectations for the service animal and standards by which the request to use the service animal on school premises will be evaluated are as follows:

- (a) Public appropriateness. The animal:
  1. must be clean, well-groomed, and without an objectively offensive odor; and
  2. does not urinate or defecate in inappropriate locations.
- (b) Behavior. The animal:

1. does not solicit attention, visit, or annoy any member of the general public;
  2. does not disrupt the normal course of business;
  3. does not vocalize unnecessarily (i.e., barking, growling, or whining);
  4. shows no aggression toward people or other animals; and
  5. neither solicits nor steals food or other items from the public.
- (c) Training. The animal:
1. is specifically trained to perform ~~work or more than one tasks~~ directly related to to mitigate aspects of the student's disability;
  2. works calmly and quietly on harness, leash, or other tether;
  3. is able to perform its' tasks in public;
  4. must be able to lie quietly beside the handler without blocking aisles, doorways, etc.;
  5. is trained to urinate and defecate on command; and
  6. stays within twenty-four inches (24") of its handler at all times unless the nature of a trained task requires it to be working at a greater distance.

If a service animal is not under control, is not housebroken, is a direct threat to the health of safety of others or constitutes a fundamental alteration to the natures of the services, program or activity provided by the school, then the service animal will not be allowed to accompany the student to school.

**(4) Required Documentation:** The following documentation must be required prior to a service animal being allowed at school or other Board property:

- (a) Current IEP or Section 504 Plan. The plan should include an accommodation allowing the student to bring his or her service animal to school, not provision of the animal itself;
- (b) ~~Proof of current rabies vaccination; Current satisfactory health certificate or report of examination from a veterinarian;~~
- (c) Completed District Service Animal Application Form;
- (c) ~~Current certification as a service animal;~~ and
- (d) Level II clearance for handler, if not the student.

**(5) Requested Documentation:** The following documentation will be requested, but is not required prior to a service animal being allowed at school or other Board property:

- (a) Documentation of training of the animal as a service animal; and
- (b) Documentation that the animal has proper vaccinations.

**(6) Procedures:** School principals, in conjunction with district staff will be responsible for:

- (a) Determining whether the service animal meets the standards for acceptance in the school setting;
- (b) Approving the use of a service animal in a school setting;
- (c) Excluding or removing of the service animal from the school setting, if determined necessary; and
- (d) Providing for the appeal of any decision regarding the use of the service animal
  1. In addition to protections in State and Federal law, ~~you can appeal consistent with Policy 5500.15 (Code of Student Conduct).~~ if it is determined by the school principal and school staff that the student may not be accompanied by a service animal, either as part of an initial determination or as part of excluding or removing a service animal, the parent has a right to request reconsideration of that decision by providing written request to the Area Superintendent. The Area Superintendent will review the request, decide if the service animal will be allowed and inform the parent within five days of receipt of the request. The Area Superintendent's decision will be final.

**(7) Transportation of the Service Animal:** In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and their accompanying service dog to access school district transportation. In these cases the following must be considered:

**(a) Training**

1. The driver and assistant should meet with the animal's owner. The owner is responsible for providing information to the driver and bus assistant regarding critical commands needed for daily interaction and emergency/evacuation.
2. ~~The animal's owner should provide an orientation to students riding the bus with the service animal regarding the animal's functions and how students should interact with the animal.~~

23. The service animal should practice bus evacuation drills with the student.

**(b) Loading/Unloading**

1. The service animal should board the bus by the steps, not a lift, unless the student uses the lift to enter and exit the bus.

**(c) Seating Location**

1. The service animal should be positioned on the floor, at the student's feet.
2. A representative of the Transportation Office will meet with the animal's owner to determine whether the service animal should be secured on the bus with a tether or harness.

**(d) Cessation of Transportation**

1. Situations that would cause cessation of transportation of the service animal include:
  - a. The service animal's behavior poses a direct threat to the health or safety of others;
  - b. The service animal urinates or defecates on the bus; or
  - c. The service animal does not remain in the designated area.
2. If transportation is suspended due to any of the above reasons, transportation may be reinstated after additional training or medical issues are resolved.
3. Parents should be informed of these consequences prior to the first day of transportation.
4. Although transportation may be suspended for the service animal, the school district maintains the responsibility for transporting the student.

**(87) Implementation Plan**

- (a) Upon approval, the school will work with the animal's owner/handler to:
  1. Familiarize the service animal with the campus prior to the actual start date;
  2. Orient the service animal to school faculty and students;
  3. Implement a schoolwide educational program to educate others on how to behave appropriately around the service animal;
  4. Establish an educational program to educate others on proper behavior around a service animal;
  5. Establish a place for the service animal to urinate/defecate (individual plan will be developed); and
  6. Establish an evacuation plan to include the service animal and practice this plan
- (b) In addition, the school will consider the following in the implementation plan:
  1. Establish a resting place for the animal.
  2. Establish a rest time for the animal. P.E., lunch and recess (if available) may be especially difficult school periods for a service animal to successfully endure.
  3. Identify an alternate accommodation plan in the event the animal's primary handler (if not the student) or the animal is not able to accompany the student with the disability to school.
  4. Provide parents with the school district's written procedures for the inclusion of service animals in the school.

Americans with Disabilities Act  
Section 413.08, F.S.  
28 C.F.R. 35.104

Adopted 7/26/11  
Revised xx/xx/xx

Approved as to form and legality:

  
\_\_\_\_\_  
School Board Attorney

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6026)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Request Approval of Negotiated *Agreement* with the Pinellas Classroom Teachers Association (PCTA)

**BACKGROUND:**

The district bargaining team has reached tentative agreement with the Pinellas Classroom Teachers Association (PCTA) on changes to the 2015-2018 Collective Bargaining Agreement. A summary of the tentative agreement includes:

1. Salary Increase and Healthcare

- A salary increase equal to 2.3 percent for the 2016/2017 school year, retroactive to July 1, 2016.
- The Referendum provided every instructional staff member with a \$410 salary increase as of July 1, 2016, going from \$3,417 to \$3,827.
- The School Board will pay for a \$6 million increase to the district's health insurance plan, with no additional cost to employees and no plan changes. Additionally, the Board will pay \$1.2 million for an increased Florida Retirement System contribution, with no additional cost to employees.
- When factoring employee savings on health insurance and Florida Retirement System increases, the estimated average total compensation increase for employees is 3.85 percent.

2. Article 36 - Teacher Evaluation

- Added language for those annual contract teachers who receive a Summative Evaluation rating of Effective or Highly Effective on their current annual evaluation will be recommended by their principal and area superintendent for renewal of their annual contract for the following year, so long as certain conditions have been met.
- Clarification was added to the appeal process for any teacher who is not renewed

3. Article 6 - Duration

- The parties agree to continue negotiations related to virtual teachers and any terms and conditions of employment specific to virtual teachers.

4. Article 45 - Salaries and Salary Supplements

- The parties agree to the establishment of a committee comprised of an equal number of district and association representatives which will meet at least once per school year and make a recommendation to the Bargaining Leadership Team.

5. Amendment to Appendices

- Amended language in Appendix D - Differentiated Pay, Appendix D-1 - Support for Scale Up Schools, and Appendix E - Extended Day Compensation Plan to provide support for the Scale Up Schools and Turnaround Schools.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

ALTERNATIVES:

1. Approve the negotiated *agreement* with the Pinellas Classroom Teachers Association (PCTA).
2. Do not approve the negotiated *agreement* with the Pinellas Classroom Teachers Association (PCTA).

RECOMMENDATIONS:

Alternative No. 1 is recommended.

RATIONALE:

The bargaining teams for the Board and PCTA have worked cooperatively to reach agreement on the 2016/2017 salary schedules. The tentative agreement is the result of hours of deliberation and provides the best settlement available under the current financial conditions. Florida law requires that the amendment to the agreement must be ratified before it can be implemented.

FINANCIAL IMPACT:

The approximate cost for salary increases for employees in the PCTA bargaining unit is \$7,999,116 (based on a 2.3 percent of total annual salary without referendum).

DATA SOURCES:

Laurie Dart, Staff Attorney  
 William Corbett, Ed.D., Deputy Superintendent  
 Kevin Smith, CPA, Associate Superintendent, Finance and Business Services  
 Dave Richmond, Manager Officer, Payroll Operations  
 Pamela Kasardo, Senior Compensation Analyst

SUBMITTED BY:

Paula Texel, Assistant Superintendent, Human Resources Services

Request for Approval (ID # 6026)

Meeting of October 25, 2016

**ATTACHMENTS:**

- PCTA Salary Increase (PDF)

Pinellas County Schools and Pinellas Classroom Teachers Association  
2016-2017 Negotiations

The Tentative Agreement between the School Board of Pinellas County and the Pinellas Classroom Teachers Association is comprised of the following attached sections:

- 1. Health Care Plan for 2017 Page 2
- 2. Salary Page 3
- 3. Article 36 Teacher Contracts Page 4
- 4. Article 45 Salaries and Salary Supplements Page 5
- 5. Article 5 Virtual School Page 6
- 6. Appendix D adding Midtown and appeal language Page 7
- 7. Appendix D2 Support for Scale Up Schools Page 9
- 8. Appendix E Extended Day Compensation Page 13

The parties have caused this tentative agreement to be executed by their undersigned officers, duly authorized, this 19th day of September, 2016. The remainder of the 2015-2018 Agreement shall remain in force without changes.

The School Board of Pinellas County, Florida

The Pinellas Classroom Teachers Association, Inc.

By: Michael Grego  
Michael Grego, Ed.D.  
Superintendent

By: Michael Gandolfo  
Michael Gandolfo  
President

Date: 9/19/16

Date: 9/19/16

By: William Corbett  
William Corbett, Ed.D.  
Deputy Superintendent

By: Thomas Lentz  
Thomas Lentz  
Chief Negotiator

Date: 9-19-16

Date: 9/19/16

Attachment: PCTA Salary Increase (6026 : Approval of Negotiated Agreement with the Pinellas Classroom Teachers Association (PCTA))

## Pinellas County Schools 2017 Health Plan

**No Increase in Payroll Deductions  
No Plan Design Changes**

2017 PLAN	2017 ENROL	2016 EMPL DED	2017 EMPL DEDUCT	2017 INCREASE	
				PP	ANN
<b>CDHP</b>					
Employee	1,201	\$53.00	\$53.00	\$0.00	\$0.00
EE plus Child(ren)	272	\$146.00	\$146.00	\$0.00	\$0.00
EE plus Sp	275	\$159.00	\$159.00	\$0.00	\$0.00
Family	457	\$215.00	\$215.00	\$0.00	\$0.00
2Board Fam	<u>99</u>	\$120.00	\$120.00	\$0.00	\$0.00
<b>Total</b>	<b>2,304</b>				
<b>Staff</b>					
Employee	1,827	\$71.00	\$71.00	\$0.00	\$0.00
EE plus Child(ren)	437	\$182.00	\$182.00	\$0.00	\$0.00
EE plus Sp	314	\$195.00	\$195.00	\$0.00	\$0.00
Family	657	\$266.00	\$266.00	\$0.00	\$0.00
2Board Fam	<u>120</u>	\$171.00	\$171.00	\$0.00	\$0.00
<b>Total</b>	<b>3,355</b>				
<b>NPOS</b>					
Employee	2,454	\$80.00	\$80.00	\$0.00	\$0.00
EE plus Child(ren)	421	\$200.00	\$200.00	\$0.00	\$0.00
EE plus Sp	683	\$213.00	\$213.00	\$0.00	\$0.00
Family	813	\$302.00	\$302.00	\$0.00	\$0.00
2Board Fam	<u>129</u>	\$207.00	\$207.00	\$0.00	\$0.00
<b>Total</b>	<b>4,500</b>				
<b>Total Health</b>	<b>10,159</b>				

Bargaining Group:

Date:

Initial/Date: PC 9/19/16  
*my 9/19/16*

Initial/Date: MR 9-19-16  
*J 9/19/16*

Years	Total	15-16	Level 1	Basic Diff	16-17	16-17	Eff Diff	Step Diff	Cost
	#	Basic	with REF	15-16	Basic	with Ref	16-17	16-17	16-17
0	0	37328	40,745	0	37,328	41,155	0	0	0
1	0	37434	40,851	106	37,434	41,261	106	106	
2	0	37434	40,851	0	37,434	41,261	0	0	
3	0	37434	40,851	0	37,434	41,261	0	0	
4	0	37434	40,851	0	37,434	41,261	0	0	
5	1	38684	42,101	1250	38,684	42,511	1250	1250	0
6	7	38984	42,401	300	39,484	43,311	800	800	800
7	144	39134	42,551	150	39,784	43,611	800	300	5600
8	195	39134	42,551	0	39,934	43,761	800	150	115200
9	304	40328	43,745	1194	40,328	44,155	1194	394	232830
10	199	40688	44,105	360	41,128	44,955	800	800	243200
11	219	41051	44,468	363	41,488	45,315	800	360	159200
12	185	41418	44,835	367	41,851	45,678	800	363	175200
13	174	41828	45,245	410	42,218	46,045	800	367	148000
14	189	42328	45,745	500	42,628	46,455	800	410	139200
15	203	42778	46,195	450	43,128	46,955	800	500	151200
16	192	43278	46,695	500	43,578	47,405	800	450	162400
17	164	43950	47,367	672	44,078	47,905	800	500	153600
18	144	44684	48,101	734	44,750	48,577	800	672	131200
19	138	45484	48,901	800	45,575	49,402	891	825	128304
20	129	46284	49,701	800	46,284	50,111	800	709	110400
21	134	47384	50,801	1100	47,384	51,211	1100	1100	141900
22	131	49034	52,451	1650	49,034	52,861	1650	1650	221100
23	98	50684	54,101	1650	50,684	54,511	1650	1650	216150
24	81	52334	55,751	1650	52,334	56,161	1650	1650	161700
25	96	53984	57,401	1650	53,984	57,811	1650	1650	133650
26	117	55634	59,051	1650	55,634	59,461	1650	1650	158400
27	101	57484	60,901	1850	57,284	61,111	1650	1650	193050
28	90	59234	62,651	1750	59,134	62,961	1650	1850	166650
29	76	60584	64,001	1350	60,584	64,411	1350	1450	121500
30	495	61084	64,501	500	61,384	65,211	800	800	60800
31+					61,884	65,711	800	500	396000
Total	4,006								4,027,234

15-16 Ref	Available	\$7,999,116	Performance Pay	
3417	Performance	\$3,864,467	Highly Effective	1651
16-17 Ref	Grandfathered	\$4,027,234	Effective	1238
3827	Left for supplements	\$107,414		

PCTA Covered Employees	
Performance	3229
Grandfather	4006
Total	7235

Initial/Date: MLC 9/19/16  
MMY 9/19/16

Initial/Date: WMD 9-19-16  
TD 9/19/16

Attachment: PCTA Salary Increase (6026 : Approval of Negotiated Agreement with the Pinellas Classroom Teachers Association (PCTA))

ARTICLE 36 TEACHER CONTRACTS

F. Annual contract teachers who receive a Summative Evaluation rating of Effective or Highly Effective on their current annual evaluation will be recommended by their principal and area superintendent for renewal of their annual contract for the following year and the Superintendent will endorse their recommendation on a School Board meeting agenda, so long as the conditions listed below are met. The Superintendent may, in his discretion, recommend the renewal of a teacher who does not meet the conditions in this Article 36, but is not obligated to do so.

1. The teacher meets or is in the process of meeting all necessary eligibility requirements related to certification, highly qualified status, and ESOL status; however, all requirements for the current year must be met by June 30th of the current school year. The parties understand that some certifications require multiple years to complete, such as the ESOL 300 hour endorsement or the gifted 300 hour endorsement. In cases of multiple year certifications, only the current year's requirement must be met by June 30 of the current year.
2. The teacher has not received a letter of reprimand or suspension with or without pay, during the school year;
3. No Reduction in Force occurs in accordance with Article 22 of this Agreement; and
4. A vacancy exists at the same school; if no such vacancy exists, but all other conditions above are met, then the District will place the teacher in a position at another school in the District.

The employee's sole remedy if this provision is not followed is to appeal to a committee comprised of four people: the Assistant Superintendent of Human Resources, a person chosen by the Assistant Superintendent of Human Resources and two members chosen by the Association. Should this committee be unable to reach a majority decision, then the language above will be upheld and the teacher will be renewed. If the nonrenewal is deemed to be appropriate, the teacher shall be notified. If the nonrenewal is deemed to be inappropriate, the Assistant Superintendent of Human Resources may direct the teacher to remain at the school or may find alternative placement.

Note: The rest of article 36 will remain unchanged.

Attachment: PCTA Salary Increase (6026 : Approval of Negotiated Agreement with the Pinellas Classroom Teachers Association (PCTA))

Initial/Date: MC 9/19/16  
mmj 9/19/16

Initial/Date: MSJ 9-19-16  
JA 9/19/16

PCTA-PCSB  
2016-2017  
Negotiations  
Union Proposal 5

**ARTICLE 45 SALARIES AND SALARY SUPPLEMENTS**

H. Supplements shall be paid in the manner set forth in the District Compensation Manual. The parties agree to the establishment of a committee comprised of an equal number of district and association representatives which will meet at least once per school year and make a recommendation to the Bargaining Leadership Team. The purpose of the committee is to perform a thorough review of the Supplementary Salary positions and pay each year to make recommendations to the bargaining teams including a comparative analysis of duties, functions, time, student numbers, risk or other factors determined to be relevant and recommended supplemental salaries in time to include such recommendations in negotiations over salary each school year.

Attachment: PCTA Salary Increase (6026 : Approval of Negotiated Agreement with the Pinellas Classroom Teachers Association (PCTA))

Initial/Date: PC 9-19-16 Initial/Date: MA 9-19-16  
MMY 9/19/16 D 9/19/16

PCTA-PCSB  
2016-2017  
Negotiations

ARTICLE 5 DURATION

D. The parties agree to continue to negotiate the following specific issue during the 2016-2017 school year:

1. Virtual Teachers – the parties agree to continue negotiations related to virtual teachers and any terms and conditions of employment specific to virtual teachers. The parties agree to reconvene by February 1st, 2016 to review this topic.

Note: The rest of article 5 will remain unchanged.

Attachment: PCTA Salary Increase (6026 : Approval of Negotiated Agreement with the Pinellas Classroom Teachers Association (PCTA))

Initial/Date: PC 9/18/16  
MMJ 9/19/16

Initial/Date: YMD 9-19-16  
J 9/19/16

**STIPULATION BETWEEN**  
**THE SCHOOL BOARD OF PINELLAS COUNTY AND**  
**PINELLAS CLASSROOM TEACHERS ASSOCIATION**  
**(Amendment to Appendix D to Add Midtown Academy, formerly known as**  
**University Preparatory Academy)**

---

THIS STIPULATION is entered into by and between The School Board of Pinellas County ("Board") and the Pinellas Classroom Teachers Association ("Association").

WITNESSETH:

WHEREAS, the Board and Association are parties to a collective bargaining agreement ("CBA") executed by the parties on January 8, 2016 and January 5, 2016 respectively, effective for the time period July 1, 2015 through June 30, 2018; and

WHEREAS, Appendix D of the CBA is a Differentiated Pay plan which provides for recruitment, retention and performance bonuses for certain high needs schools, and

WHEREAS, pursuant to a Stipulation dated April 11, 2016, Appendix D identified thirteen (13) schools as Turnaround Schools benefited by the recruitment, retention and performance bonuses described in Appendix D, and

WHEREAS, the Board intends to immediately assume operations of a charter school due to its impending closure and the parties desire to include the charter school as a Turnaround School under Appendix D.

NOWHEREFORE, the Board and Association stipulate and agree that:

1. Midtown Academy, formerly known as University Preparatory Academy, is added as the fourteenth (14) Turnaround School subject to the provisions of Appendix D.
2. For the (14) schools subject to the provisions of Appendix D and the (5) schools subject to the provisions of Appendix D-1, the following provision is added concerning the right to appeal a non-renewal under Article 32, section E, paragraph

Initial/Date: MC 9/19/16  
MMJ 9/19/16

Initial/Date: gms 9/19/16  
JF 9/19/16

2 of the CBA. Annual contract teachers who received less than Effective on their Summative Evaluation but had received Effective or Highly Effective on their Final Evaluation for each of the three consecutive preceding years, or if they had worked less than three years, had received Effective or Highly Effective for each of the years they had been employed, may appeal the principal's decision not to recommend the renewal of their annual contract.

3. All other provisions of Appendix D remain in full force and effect.

The School Board of Pinellas County Florida

The Pinellas Classroom Teachers Association, Incorporated

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

By: \_\_\_\_\_  
Michael Gandolfo, President

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

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

Attachment: PCTA Salary Increase (6026 : Approval of Negotiated Agreement with the Pinellas Classroom Teachers Association (PCTA))

Initial/Date: PC 9/19/16  
MM 9/19/16

Initial/Date: MG 9-19-16  
J 9/19/16

**THE AGREEMENT  
BETWEEN  
THE SCHOOL BOARD OF PINELLAS COUNTY AND  
THE PINELLAS CLASSROOM TEACHERS ASSOCIATION**

**Appendix D-2  
Support for Scale Up Schools**

THIS AGREEMENT is entered into by and between The School Board of Pinellas County ("Board") and the Pinellas Classroom Teachers Association ("Association").

WITNESSETH:

WHEREAS, the Board and Association are parties to a collective bargaining agreement between The School Board of Pinellas County, Florida and The Pinellas Classroom Teachers Association, Incorporated 2015-2018 ("CBA"); and

WHEREAS, pursuant to Article 6 of the CBA and consistent with past practice of the Board and the Association, the parties may stipulate to matters not expressly provided for in the CBA; and

WHEREAS, the parties are working collaboratively to enhance student achievement at the Scale Up Schools through a variety of means including the use of Master Teachers to support and enhance teacher effectiveness and desire to establish and provide a high quality needs based professional development program with an integrated curriculum that is differentiated by teacher needs and self-determination at the schools referred to in Appendix D-1.

NOW, therefore, the parties agree to the following:

**A. This Provision is subject to automatic reopener each year.**

**B. Master Teacher:**

1. Teachers who apply and are selected to assume the additional responsibilities of a Master Teacher may work up to an additional seventy-five hours each semester mentoring and supporting teachers to improve their practice consistent with the core values and goals of the District and the school's School Improvement Plan. The teacher will maintain a current time sheet or log of all tasks and activities performed during the time frame.

Initial/Date: PC 9/19/16 Initial/Date: WMA 9-19-16  
MM 9/19/16 J 9/19/16

2. The role of the Master Teacher is to support teachers, not evaluate them. Any teacher may be referred to a Master Teacher as part of their feedback during the evaluation process to reinforce best practices. Teachers may also request to be assigned to a Master Teacher. In all cases the details of the work between Master Teacher and mentee is to be confidential and private in order to maintain a supportive critical colleague role with mentees.
3. Teachers may refuse to utilize the services of a Master Teacher. Working with a Master Teacher is voluntary and teachers shall not be required to work beyond their normal contract hours.
4. Teachers who accept the position of Master Teacher will be responsible for maintaining a model classroom and model lesson plans. Mentees and any other teachers may request support and assistance from Master Teachers. Master Teachers may be available to plan with, conduct non-evaluative observations, model lessons, provide strategies consistent with best practices, and debrief with mentees assigned to them.
5. Master Teachers will log all activities related to their role in developing teacher mentees. They can log any time where they give up planning time, lunch, or work beyond the contractual work day.
6. Master Teachers will be paid two thousand dollars as compensation for the additional seventy-five hours worked per semester, for a total of four thousand dollars annually for working the additional one hundred fifty hours. Compensation for teachers who record less than seventy five hours worked per semester will be pro-rated.

**Scale Up Professional Development:**

For the 2016-2017 School Year the Superintendent's Designee and the PCTA President's Designee shall:

1. Agree and determine the Scale Up Professional Development Calendar and professional development offerings at least 20 days prior to the start of the second semester, this calendar may be modified by mutual concurrence of the Superintendent's Designee and President's Designee (This provision is not intended to supersede Article 27);
2. Map and align district initiatives concerning the Scale Up Schools;
3. Make joint presentations to impacted staffs regarding the alignment of resources, professional development and other related topics;
4. Develop a menu of professional development offerings that allows teachers to be able to select trainings based on their needs;
5. Develop and conduct a collaborative, ongoing process for needs assessment in each school (PD, new to grade levels, content areas, etc);

- 6. Determine the roles and responsibilities of all Master Teachers assigned to buildings.

For the 2017-2018 School Year a Scale Up Professional Development Team made up of the Superintendent's Designee and the President's Designee will establish a committee of equal number designated by each side to meet at least twice a school year beginning by January 31, 2017 to monitor the plan, review data, analyze the effectiveness and efficacy of the professional support and development system. This team will mutually develop the Scale Up Professional Development Calendar for the 2017-2018 school year and establish criteria for Master Teachers and Coaches at the scale-up schools. This team will seek input from the collaborative implementation group and school leadership teams at each of the schools and fulfill the above functions for the future. This team will advise the Bargaining Leadership Team on modifications.

Nothing contained herein is intended to preclude the Principal of each Scale Up School from assessing the professional development needs of teachers, recommending additional professional development and otherwise performing the duties and responsibilities of a school Principal under Sections 1001.54 and 1012.28, F.S.

**C. Instructional Position to Assist in Implementation**

The parties agree that an instructional position will be utilized to assist in the implementation of the support system to the Scale Up Schools. This position shall remain a part of the PCTA Instructional bargaining unit and shall fall under the provisions laid out in Appendix D-1 and will retain all rights and benefits as outlined in the collective bargaining agreement. PCTA will reimburse the Board for one half the costs of the position. The person filling this position will serve on the Transformation Zone Team and will report to the director of Professional Development. This position will be evaluated as an instructional staff developer and will work a 45 hour week. The District will retain full management rights regarding this position. The person will serve as the President's designee to organize and implement the Professional Development calendar and plan for the Transformation Zone. These duties will be flexible, but district and union responsibilities will occupy approximately equal time. The duties will include but are not limited to:

- Providing coaching for teachers in their first year and other educators by request,
- Assisting with tracking, scheduling, and implementing Professional Development as well as connecting it to deliberate practice,
- Serving as the President's designee on the Scale Up Professional Development Team,
- Coordinating home/school community outreach such as Parent University and the Parent Teacher Home Visit Project,
- Using data to help teachers determine the professional development needed to assist their students.

Initial/Date: MC 9/19/16  
MMJ 9/19/16

Initial/Date: MS 9-19-16  
J 9/19/16

The parties have caused this Agreement to be executed by their undersigned officers, duly authorized, this \_\_\_\_\_ day of September, 2016.

The School Board of Pinellas County, Florida

By: \_\_\_\_\_  
William P. Corbett, Ed.D,  
Deputy Superintendent

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

By: *Paula Texel*

Date: 9-19-16  
Paula Texel, Asst. Superintendent,  
Human Resource Services

The Pinellas Classroom Teachers Association, Incorporated

By: \_\_\_\_\_  
Michael Gandolfo,  
President

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

By: *Thomas D Lentz*

Date: 9/19/16  
Thomas Lentz,  
Chief Negotiator

Attachment: PCTA Salary Increase (6026 : Approval of Negotiated Agreement with the Pinellas Classroom Teachers Association (PCTA))

Initial/Date: *WPC* 9/19/16  
*MTG* 9/19/16

Initial/Date: *MLG* 9-19-16  
*TL* 9/19/16



- 3. New Heights Elementary
- 4. Pinellas Park Elementary
- 5. Seventy-Fourth Street Elementary

WHEREAS, Midtown Academy is not designated an L300 school but due to low reading scores, the parties agree that additional reading instruction is warranted.

WHEREAS, the parties desire to amend Appendix E to include the schools required by law to provide the additional intensive reading and also to provide a two year window in which to continue intensive instruction for those schools that no longer are among the L300 schools.

NOWTHEREFORE, the Board and Association stipulate and agree that:

- 1. Gulfport Elementary is added to Appendix E as an L300 schools.
- 2. Midtown Academy, formerly known as University Preparatory Academy, is added to Appendix E to be treated the same as all L300 schools.
- 3. The five Exiting Schools listed above will nevertheless continue to have an extended day for a period of two years in order to maintain and continue to improve the students' reading proficiency.
- 4. The following eighteen (18) schools are subject to the extended one half hour day for the 2016-2017 school year:

- A) Bear Creek Elementary
- B) Blanton Elementary
- C) Campbell Park Elementary
- D) Fairmount Park Elementary
- E) Gulfport Montessori Elementary
- F) Highpoint Elementary
- G) Lakewood Elementary
- H) Lealman Avenue Elementary
- I) Maximo Elementary
- J) Melrose Elementary
- K) Midtown Academy,
- L) New Heights Elementary
- M) Pinellas Park Elementary
- N) Ponce De Leon Elementary\*
- O) Sandy Lane Elementary
- P) Seventy-Fourth Street Elementary
- Q) Woodlawn Elementary

Initial/Date: Mc 9/19/16  
MMg. 9/19/16

Initial/Date: ms 9/19/16  
D 9/19/16

- 5. In the future, all schools will continue to have an extended day for a period of two years after exiting the L300 status in order to maintain and continue the students' reading proficiency.
- 6. All other provisions of Appendix E remain in full force and effect.

The School Board of Pinellas  
County Florida

The Pinellas Classroom Teachers  
Association, Incorporated

By: *[Signature]*

By: \_\_\_\_\_  
Michael Gandolfo, President

Date: 9-19-16

Date \_\_\_\_\_

\* Ponce De Leon Elementary has been an L300 school with an extended day but was inadvertently omitted when the 2015-2018 agreement was printed.

Attachment: PCTA Salary Increase (6026 : Approval of Negotiated Agreement with the Pinellas Classroom Teachers Association (PCTA))

Initial/Date: *[Signature]* 9/19/16  
*[Signature]* 9/19/16

Initial/Date: *[Signature]* 9-19-16  
*[Signature]* 9/19/16

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6027)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Request Approval of Negotiated *Agreement* with the Pinellas Educational Support Professionals Association (PESPA)

**BACKGROUND:**

The district bargaining team has reached tentative agreement with the Pinellas Educational Support Professionals Association (PESPA) on changes to the 2015-2018 Collective Bargaining Agreement. A summary of the tentative agreement includes:

- Employee groups covered under the PESPA contract will receive an average salary increase of 2.3 percent, for the 2016/2017 school year, retroactive to July 1, 2016.
- The School Board will pay for a \$6 million increase to the district's health insurance plan, with no additional cost to employees and no plan changes. Additionally, the Board will pay \$1.2 million for an increased Florida Retirement System contribution, with no additional cost to employees.
- Provide an annual supplement of \$250 to employees who complete the requirements for Certificate of Distinction I, an increase of \$25.
- Provide an annual supplement of \$275 to employees who complete all three strands of the requirements for Certificate of Distinction II, an increase of \$25.
- When factoring employee savings on health insurance and Florida Retirement System increases, the estimated average total compensation increase for employees is 3.5 percent.

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the negotiated agreement for all active employees in this bargaining unit.
2. Do not approve the negotiated agreement for all active employees in this bargaining unit.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

The bargaining teams for the Board and PESPA have worked cooperatively to reach agreement on the 2016/2017 salary schedule. The tentative agreement is the result of hours of deliberation and provides the best settlement available under the current financial conditions. Florida law requires that the amendment to the agreement must be ratified before it can be implemented.

**FINANCIAL IMPACT:**

The approximate cost of the salary increase for active employees in the PESPA bargaining unit is \$1,111,390.

DATA SOURCES:

Laurie Dart, Staff Attorney

William Corbett, Ed.D., Deputy Superintendent

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

Dave Richmond, Manager Officer, Payroll Operations

Pamela Kasardo, Senior Compensation Analyst

SUBMITTED BY:

Paula Texel, Assistant Superintendent, Human Resources Services

ATTACHMENTS:

- PESPA Salary Increase (PDF)

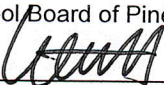
Pinellas County schools and Pinellas Educational Support Professionals Association  
2016-2017 Negotiations

The Tentative Agreement between the School Board of Pinellas County and the Pinellas Educational Support Professionals Association is comprised of the following attached sections:

- 1. Health Care Plan for 2017 Page 2
- 2. Salary Page 3
- 3. Article 12 – Professional Development Page 4

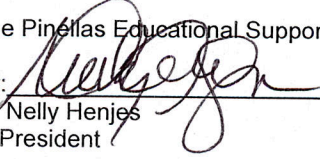
The parties have caused this tentative agreement to be executed by their undersigned officers, duly authorized, this 30<sup>th</sup> day of September, 2016. The remainder of the 2015-2016 Agreement shall remain in force without changes.

The School Board of Pinellas County, Florida

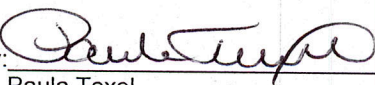
By:   
William Corbett, Ed.D  
Deputy Superintendent

Date: 9-30-16

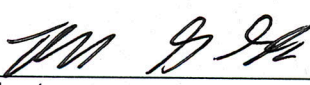
The Pinellas Educational Support Professionals Association

By:   
Nelly Henjes  
President

Date: 9-30-16

By:   
Paula Texel  
Assistant Superintendent of  
Human Resources

Date: 9/30/16

By:   
Thomas Lentz  
Chief Negotiator

Date: 9/30/16

Attachment: PESPA Salary Increase (6027 : Approval of Negotiated Agreement with the Pinellas Educational Support Professionals Associa)

## Pinellas County Schools 2017 Health Plan

**No Increase in Payroll Deductions  
No Plan Design Changes**

2017 PLAN	2017 ENROL	2016 EMPL DED	2017 EMPL DEDUCT	2017 INCREASE	
				PP	ANN
<b>CDHP</b>					
Employee	1,201	\$53.00	\$53.00	\$0.00	\$0.00
EE plus Child(ren)	272	\$146.00	\$146.00	\$0.00	\$0.00
EE plus Sp	275	\$159.00	\$159.00	\$0.00	\$0.00
Family	457	\$215.00	\$215.00	\$0.00	\$0.00
2Board Fam	99	\$120.00	\$120.00	\$0.00	\$0.00
<b>Total</b>	<b>2,304</b>				
<b>Staff</b>					
Employee	1,827	\$71.00	\$71.00	\$0.00	\$0.00
EE plus Child(ren)	437	\$182.00	\$182.00	\$0.00	\$0.00
EE plus Sp	314	\$195.00	\$195.00	\$0.00	\$0.00
Family	657	\$266.00	\$266.00	\$0.00	\$0.00
2Board Fam	120	\$171.00	\$171.00	\$0.00	\$0.00
<b>Total</b>	<b>3,355</b>				
<b>NPOS</b>					
Employee	2,454	\$80.00	\$80.00	\$0.00	\$0.00
EE plus Child(ren)	421	\$200.00	\$200.00	\$0.00	\$0.00
EE plus Sp	683	\$213.00	\$213.00	\$0.00	\$0.00
Family	813	\$302.00	\$302.00	\$0.00	\$0.00
2Board Fam	129	\$207.00	\$207.00	\$0.00	\$0.00
<b>Total</b>	<b>4,500</b>				
<b>Total Health</b>	<b>10,159</b>				

Bargaining Group:

PESPA

Date:

9/30/16

Initial/Date

me 9-30-16

Initial/Date

[Signature] 9-30-16

DT 9-30-16

[Signature] 9/30/16

SEIU, PBA, and PESPA salary proposal (PCS - 09-21-2016)

**2016-2017 proposed 2.3% increase moved one cell to the right (leave A the same)**

Pay Grade	Minimum A	Level B	Level C	Level D	Level E	Level F	Level G	Level H	Level I	Level J	Level K	Level L	Level M	Level N	Level O
5	\$10.11	\$10.34	\$10.68	\$11.02	\$11.38	\$11.75	\$12.13	\$12.53	\$12.94	\$13.36	\$13.79	\$14.24	\$14.70	\$15.18	\$15.67
6	\$11.12	\$11.38	\$11.75	\$12.13	\$12.52	\$12.93	\$13.35	\$13.78	\$14.23	\$14.69	\$15.17	\$15.66	\$16.17	\$16.70	\$17.24
7	\$12.23	\$12.51	\$12.92	\$13.34	\$13.77	\$14.22	\$14.68	\$15.16	\$15.65	\$16.16	\$16.69	\$17.23	\$17.79	\$18.37	\$18.96
8	\$13.46	\$13.76	\$14.21	\$14.67	\$15.15	\$15.64	\$16.15	\$16.68	\$17.22	\$17.78	\$18.36	\$18.95	\$19.57	\$20.20	\$20.86
9	\$14.80	\$15.14	\$15.63	\$16.14	\$16.67	\$17.21	\$17.77	\$18.34	\$18.94	\$19.56	\$20.19	\$20.85	\$21.53	\$22.22	\$22.95
10	\$16.29	\$16.66	\$17.20	\$17.76	\$18.33	\$18.93	\$19.54	\$20.18	\$20.83	\$21.51	\$22.21	\$22.93	\$23.68	\$24.45	\$25.24
11	\$17.91	\$18.32	\$18.92	\$19.53	\$20.17	\$20.82	\$21.50	\$22.20	\$22.92	\$23.66	\$24.43	\$25.23	\$26.05	\$26.89	\$27.77
12	\$19.70	\$20.15	\$20.81	\$21.48	\$22.18	\$22.90	\$23.65	\$24.42	\$25.21	\$26.03	\$26.87	\$27.75	\$28.65	\$29.58	\$30.54
13	\$21.67	\$22.17	\$22.89	\$23.63	\$24.40	\$25.19	\$26.01	\$26.86	\$27.73	\$28.63	\$29.56	\$30.52	\$31.51	\$32.54	\$33.60
14	\$23.83	\$24.38	\$25.18	\$26.00	\$26.84	\$27.71	\$28.61	\$29.54	\$30.50	\$31.49	\$32.52	\$33.58	\$34.67	\$35.79	\$36.96

Initial/Date: PC 9-30-16  
PT 9-30-16

Initial/Date: PTD 9-30-16  
D 9-30-16

### Article 12 Professional Development

G. The Certificate of Distinction Program recognizes support services professionals for their continuous development and their valued contribution to the district's high performing workforce. It is a voluntary program that fosters continuous learning and supports the district's vision of success for all students. In addition to the framed certificate, successful completers of this program will be awarded an annual supplement of \$ 250.

An Annual supplement of \$275 shall be provided for employees who have completed all three strands of the requirements for Certificate of Distinction II. This amount will be in addition to any compensation received for completion of Certificate of Distinction I.

*Note: The rest of Article 12 will remain unchanged.*

Initial/Date: AD 9-30-16  
PT 9-30-16

Initial/Date: AD 9-30-16  
AD 9/30/16

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6028)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Request Approval of Negotiated *Agreement* with the SEIU/Florida Public Services Union (FPSU)

**BACKGROUND:**

The district bargaining team has reached tentative agreement with the SEIU/Florida Public Services Union (FPSU) on changes to the 2015-2018 Collective Bargaining Agreement. A summary of the tentative agreement includes:

1. Salary Increase and Healthcare

- Employee groups covered under the SEIU contract will receive an average salary increase of 2.3 percent, for the 2016/2017 school year, retroactive to July 1, 2016.
- The School Board will pay for a \$6 million increase to the district's health insurance plan, with no additional cost to employees and no plan changes. Additionally, the Board will pay \$1.2 million for an increased Florida Retirement System contribution, with no additional cost to employees.
- Provide an annual supplement of \$250 to employees who complete the requirements for Certificate of Distinction I, an increase of \$25.
- Provide an annual supplement of \$275 to employees who complete all three strands of the requirements for Certificate of Distinction II, an increase of \$25.
- When factoring employee savings on health insurance and Florida Retirement System increases, the estimated average total compensation increase for employees is 3.5 percent.

2. Article 10 - Salaries

- Updated the current language regarding salary issues to be consistent with the other support bargaining units.
- Removal of ambiguous and redundant language.

3. Article 12 - Hours of Work and Overtime; Section 14 - Facility Lease Hours (excluding Administrative)

- Clarification was added to Facility Lease Hours

4. Article 14 - Section 2 - Sick Leave

- Defined that a paid day for bus drivers is equal to eight hours per day regardless of the number of hours worked in excess of two and one-half hours.

5. Article 19 - Transfers

- Added language regarding transfers due to changes in the staffing model.

6. Article 22 - Section 3 - Transportation

- Updated language to clarify additional duties for bus drivers and the compensation for such time.

STRATEGIC DIRECTION: Effective and Efficient Use of Resources

ALTERNATIVES:

1. Approve the negotiated agreement for all active employees in this bargaining unit.
2. Do not approve the negotiated agreement for all active employees in this bargaining unit.

RECOMMENDATIONS:

Alternative No. 1 is recommended.

RATIONALE:

The bargaining teams for the Board and SEIU have worked cooperatively to reach agreement on the 2016/2017 salary schedule. The tentative agreement is the result of hours of deliberation and provides the best settlement available under the current financial conditions. Florida law requires that the amendment to the agreement must be ratified before it can be implemented.

FINANCIAL IMPACT:

The approximate cost of the salary increase for employees in the SEIU bargaining unit is \$1,209,190.

DATA SOURCES:

Laurie Dart, Staff Attorney  
William Corbett, Ed.D., Deputy Superintendent  
Kevin Smith, CPA, Associate Superintendent, Finance and Business Services  
Dave Richmond, Manager Officer, Payroll Operations  
Pamela Kasardo, Senior Compensation Analyst

SUBMITTED BY:

Paula Texel, Assistant Superintendent, Human Resources Services

ATTACHMENTS:

- SEIU Salary Increase (PDF)

Pinellas County Schools and SEIU/Florida Public Services Union  
2016-2017 Negotiations

The Tentative Agreement between the School Board of Pinellas County and the SEIU/Florida Public Services Union is comprised of the following attached sections:

1. 2016-2017 2.3% Salary Increase
2. Article 10 Salaries (Sections 1 – 13)
3. Article 10 Salaries - Section 14. Shift Differential
4. Article 12 Hours of Work and Overtime - Section 14. Facility Lease Hours
5. Article 14 – Section 2. Sick Leave
6. Article 19 Transfer – Section 1. Procedures for Voluntary Lateral Transfer
7. Article 22 - Transportation *AC 9/26/16*

The parties have caused this tentative agreement to be executed by their undersigned officers, duly authorized this \_\_\_\_\_ day of September, 2016.

The School Board of Pinellas County,  
Florida

By: *William Corbett*  
William Corbett, Ed.D.  
Deputy Superintendent

Date: 9/26/16

SEIU/Florida Public Services Union

By: *Sonya Roundtree*  
Sonya Roundtree, 9-26-2016

By: *Joseph Brenner*  
Joseph Brenner, Joseph E Brenner

Date: 9/26/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

SEIU, PBA, and PESPA salary proposal (PCS - 09-21-2016)  
 2016-2017 proposed 2.3% increase moved one cell to the right (leave A the same)

Pay Grade	Minimum A	Level B	Level C	Level D	Level E	Level F	Level G	Level H	Level I	Level J	Level K	Level L	Level M	Level N	Level O
5	\$10.11	\$10.34	\$10.68	\$11.02	\$11.38	\$11.75	\$12.13	\$12.53	\$12.94	\$13.36	\$13.79	\$14.24	\$14.70	\$15.18	\$15.67
6	\$11.12	\$11.38	\$11.75	\$12.13	\$12.52	\$12.93	\$13.35	\$13.78	\$14.23	\$14.69	\$15.17	\$15.66	\$16.17	\$16.70	\$17.24
7	\$12.23	\$12.51	\$12.92	\$13.34	\$13.77	\$14.22	\$14.68	\$15.16	\$15.65	\$16.16	\$16.69	\$17.23	\$17.79	\$18.37	\$18.96
8	\$13.46	\$13.76	\$14.21	\$14.67	\$15.15	\$15.64	\$16.15	\$16.68	\$17.22	\$17.78	\$18.36	\$18.95	\$19.57	\$20.20	\$20.86
9	\$14.80	\$15.14	\$15.63	\$16.14	\$16.67	\$17.21	\$17.77	\$18.34	\$18.94	\$19.56	\$20.19	\$20.85	\$21.53	\$22.22	\$22.95
10	\$16.29	\$16.66	\$17.20	\$17.76	\$18.33	\$18.93	\$19.54	\$20.18	\$20.83	\$21.51	\$22.21	\$22.93	\$23.68	\$24.45	\$25.24
11	\$17.91	\$18.32	\$18.92	\$19.53	\$20.17	\$20.82	\$21.50	\$22.20	\$22.92	\$23.66	\$24.43	\$25.23	\$26.05	\$26.89	\$27.77
12	\$19.70	\$20.15	\$20.81	\$21.48	\$22.18	\$22.90	\$23.65	\$24.42	\$25.21	\$26.03	\$26.87	\$27.75	\$28.65	\$29.58	\$30.54
13	\$21.67	\$22.17	\$22.89	\$23.63	\$24.40	\$25.19	\$26.01	\$26.86	\$27.73	\$28.63	\$29.56	\$30.52	\$31.51	\$32.54	\$33.60
14	\$23.83	\$24.38	\$25.18	\$26.00	\$26.84	\$27.71	\$28.61	\$29.54	\$30.50	\$31.49	\$32.52	\$33.58	\$34.67	\$35.79	\$36.96

Initial/Date:

*Re 9/26/16*

Initial/Date:

*per 9/26/16*

ARTICLE 10 SALARIES

Section 1. Salary Schedule

The salary schedule is reflected in Appendix B, ~~effective November 1, 2012~~ of this agreement.

Section 2. Method of Payment

A. The Board and the Union agree to continue to provide a payroll system which will equalize the distribution of salary payments based upon annualized salaries within the assigned work year. Employees shall be paid every two (2) weeks according to the applicable payroll calendar:

- Twelve (12) month employees - 247 days
- Eleven (11) month employees - 218 days
- Ten (10) month employees - 196 days
- Bus Drivers - 192 days
- Food Service - 192 days

B. The current pay period practice will be maintained for the term of this Agreement. However, in the event any change affecting a major segment of the bargaining unit is necessary, it will be a matter appropriate for consultation.

Section 3. Effective Date

The effective date of the provisions set forth in the following procedures shall be July 1 of the fiscal year. ~~The salary increase of 2.3% 1.5% is effective November 1, 2016.12.~~ Only employees on the active payroll, or on approved leave of absence at the time the annual increases are ratified and are approved by the Board, ~~are would be~~ eligible to receive any new salary adjustments.

A. Base salary/rate is defined as an employee's un-equalized hourly rate of pay, exclusive of shift differential or any other applicable bonus.

B. An individual's base rate of pay will not be less than the minimum of the salary range or over maximum, except when the intern procedure is recommended or in the case of temporary promotions.

C. For consistency in administration, base hourly rates are used for calculation purposes in applying the following procedures.

Section 4. Placement On Salary Schedule

A. A newly-hired individual may be placed on the applicable salary schedule as follows:

1. At ~~Level A of the Pay Grade for the position~~ the minimum of the applicable salary range unless it is determined by the supervisor and ~~approved by Human Resources Personnel~~ that credit for outside experience ~~warrants initial placement at a higher pay level. is necessary to obtain the most qualified candidate.~~

Initial: DL 9/26/16

Date: JEB 9/26/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

2. If outside experience credit is deemed appropriate based on comparable work experience, necessary an additional Level for each five years of comparable experience may be granted. one percent (1.0%) above minimum may be granted for each year of related job experience in excess of the minimum qualifications up to a maximum of ten percent (10%). When salary credit is granted for outside experience, it is the supervisor's responsibility in conjunction with Personnel Human Resources to review the salaries of current incumbents of the same job within the department to ascertain the impact on internal equity. The specific related experience must be indicated when applying for the job. After the job offer has been made, the related experience submitted may not be altered.

B. **Intern procedures:** An applicant who does not meet all minimum qualifications for a job may be hired as or promoted to an intern at a rate of pay ten percent (10%) below the applicable rate of pay for that position. Payment at the intern rate is not to exceed one (1) year.

**Section 5. Procedures For Salary Incremental/Structural Increases**

A. **Movement within the salary structure range (incremental):** Each year a portion of the total salary increase may be designated for movement within the salary schedulorange. Each employee eligible for this an incremental increase will move to the next higher pay Level if funds are designated for this purpose. within the salary range by the approved percentage. In order to be eligible this for an incremental increase, an employee must have been hired on or before February 1 and. In order to receive an incremental increase, an employee must also be in an active pay status or on an approved leave of absence at the time the annual increases are approved by the Board.

B. **Cost of Living (COLA) Increase Movement of the salary schedule (structural):** Each year a portion or all of the total salary increase may be designated for a COLA increase. A COLA increase (whether a flat amount or a percentage increase, will be applied equally throughout the salary schedule. movement of the salary (range) schedule. Any employee within the salary range is eligible for this increase provided the base rate of pay does not fall above the salary range maximum.

C. **Part-Time Regular Employees:** Employees hired on or before February 1 and in an active pay status or on an approved leave of absence at the time the annual increases are approved by the Board shall be eligible for increases at the same hourly rate as full-time employees. placed at the amount which provides the same percent increase granted to full time employees on the same salary schedule.

**D. Retroactive Pay:**

1. The above increases will would be retroactive to the beginning date of the employee's annual payroll calendar, unless otherwise indicated. Part-time regular employees are included in the receipt of retroactive pay.

Initial: MC 9/26/16

Date: Jeff 9/26/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

2. ~~An employee who is required to return to a regular full time job classification immediately prior to the beginning of their normal work year will receive retroactive salary adjustments on all hours paid where such employment is approved by the Board.~~

3. ~~Part time temporary employees and substitutes are not eligible for retroactive pay.~~

**Section 6. Promotional Salary Increases**

**A. All Other Salary Schedules:**

~~A.1. Promotion to a Higher Pay Grade~~ **Exempt or Non-Exempt Salary Schedules:** When an employee currently paid on the Exempt or Non-Exempt Salary Schedule is promoted to a position assigned a higher Pay Grade, the following will apply: ~~from or within either schedule with a higher hourly midpoint, the employee shall receive an increase equal to the percent difference between the midpoints of the old and new pay grade. Any increase shall not be more than twelve percent (12%) or less than minimum.~~

- i) ~~if the new position is one Pay Grade higher, the employee shall be placed at the same pay Level at the higher Pay Grade;~~
- ii) ~~if the new position is two (2) or more Pay Grades higher, the employee will be placed at the higher of the minimum for the new Pay Grade or the Level which is closest to but does not exceed a 15% increase.~~

2. ~~Exempt or Non-Exempt Salary Schedules – In-Grade or Lateral Adjustments~~ **Promotions:** When an employee currently paid on the Exempt or Non-Exempt Salary Schedule is transferred to a position within the same ~~Pay Grade~~, the employee shall be paid at the same Pay Grade and Level of the prior position, which is determined to be a promotion by Compensation and approved by the Chief of Human Resources Services the employee shall receive a five percent (5%) increase (calculated on an hourly rate).

B. **Temporary Assignment to a Higher Job Pay Grade** ~~Classification on the Exempt and Non-Exempt Salary Schedules:~~ Employees temporarily assigned to assume the duties of an absent employee in a higher Pay Grade, level job classification shall receive whichever is less: an increase of ten percent (10%) of their base salary (calculated on the hourly rate) or the amount he/she would have received had the employee actually been promoted to the position on a regular basis. ~~Employees who do not meet eligibility requirements for the position shall receive an increase of five percent (5%) of their base salary (calculated on an hourly rate).~~ The duration of a temporary assignment shall be an assignment lasting between ~~not be less than sixty (60) working days for classifications on the exempt salary schedule or ten (10) and working days, not to exceed ninety (90) calendar days, for classifications on the non-exempt salary schedule~~ and will require approval of the appropriate Cabinet member or his/her designee.

Initial: pa 9/26/16

Date: JEB 9/26/16

**Section 7. Reclassifications**

A. **Reclassification to a Higher Pay Grade:** When a position is reclassified to a higher Pay Grade, the incumbent's current rate of pay shall be increased in accordance with the promotion guidelines.

B. **Reclassification to a Lower Pay Grade:** Procedures for downgrade will apply.

**Section 8. Procedures For Downgrade**

A. ~~When a~~Any employee is moved to a lower Pay Grade, the following procedures shall apply: shall have the current base rate of pay decreased by the percent difference between the old and new pay grade midpoints (calculated on the hourly rate) effective on the date of entry into the new position.

i) if the new position is one Pay Grade lower, the employee shall be placed at the same pay Level at the lower Pay Grade;

ii) if the new position is two (2) or more Pay Grades lower, the employee will be placed at the higher of either the same Level in the new Pay Grade or the Level which is closest to but does not exceed a 15% decrease, but in no case will they be paid more than Level X.

0 BC 9/26/16

For stop For

B. If an employee is promoted then returns to the previous job within one (1) year, the employee will revert to his/her previous rate of pay.

~~C. If any employee due to a special cause was downgraded to a lower pay grade and allowed to keep his/her hourly rate of pay, the employee will not be eligible for any re-promotional salary increase until he/she exceeds the highest pay grade previously held.~~

**Section 9. Lateral Move**

~~When an employee is moved laterally from one salary schedule or job title to another, in a pay grade which has approximately the same midpoint (a midpoint difference of less than one (1) percent), the employee shall retain the current base rate of pay, provided the current base rate of pay is equal to or between the pay grade minimum and maximum. If the employee's current base rate of pay exceeds the new pay grade maximum, it will be reduced to the new pay grade maximum on the effective date of the lateral move.~~

**Section 9.10. Termination And Reinstatement** An employee who terminates employment and is rehired within one (1) year in the same job classification may receive the previous rate of pay. In all other instances the procedures for regular employment shall apply.

A. **Two or More Jobs at Different Rates of Pay:** An ~~non-exempt~~ employee who works over forty (40) hours in a work week with two (2) or more jobs at different rates of pay will receive the overtime rate of pay in accordance with applicable Fair Labor Standards Act (FLSA) regulations.

Initial: BC 9/26/16

Date: JRB 9/26/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

B. Compensatory Time:

1. Compensatory time is defined as time required by management beyond an employee's normally scheduled hours to accomplish a specific task or to provide supervision under specific conditions. A non-exempt employee will be eligible for compensatory time off for hours worked in excess of the assigned workweek as approved in advance by his/her director/supervisor. Compensatory time may be offered in lieu of overtime especially where overtime pay is not available due to financial restrictions. In this regard, it shall be the employee's choice to work offered overtime or additional hours beyond his/her regular shift for compensatory time as an alternative to overtime pay. The employee and the supervisor must mutually agree to how the time is to be earned and used within a six month prescribed time frame.

2. Hours worked over the normal workweek schedule up to and including forty (40) hours will taken on an "hour-for-hour" basis. Hours worked over forty (40) hours in a workweek must be taken at "one-and one-half (1-1/2) hours for each hour of overtime worked.

3. Management approved compensatory time will be part of the payroll reporting process. Employees are responsible for providing written documentation at compensatory time approved by the appropriate administrator to the person responsible for departmental payroll administration. Compensatory time will be tracked using the TERMS system unless the compensatory time earned and used within a single pay period.

4. Employees who have requested the use of compensatory time shall be permitted to use the time within a reasonable period after making the request if the use of time does not unduly disrupt operations. An employee may use a full day as compensatory time if approved by his/her supervisor.

5. Compensatory time for all employees must be used within six (6) months from the date on which the time is earned. It will be the supervisor's responsibility to keep track of this time limit. Compensatory time not used within six (6) months will be paid.

6. Employees can accrue up to 240 hours of compensatory time (160 hours of overtime work). Any work performed over the 240 hours maximum must be paid overtime compensation.

C. **Child Care Programs Before and After School:** Plant Operations personnel required to staff before and after school child care program facilities during the district's normal holiday periods (spring break, Thanksgiving, winter break) when other employees are off duty shall be paid one and one-half (1-1/2) for hours worked regardless of time worked that week. 17

Initial: MC 9/26/16

Date: GEB 9/26/16

**Section 13. Procedures For Payment Of Additional Or Temporary Positions**

~~A. If the additional or temporary position to which the employee is assigned has a non-exempt job title, the employee will be paid at the minimum of the appropriate pay grade.~~

~~B. When an employee is paid from funds outside of the primary budgeted position and in the same job classification as the primary job, the employee will receive the same rate of pay.~~

~~C. When an employee is paid from funds outside of the primary budgeted position and in a different job classification from the primary job, the employee will receive the minimum rate of pay in the appropriate salary range for that job classification.~~

~~D. Full-time regular supporting services personnel will be permitted to work two or more jobs only in those instances where prior approval has been granted through the Chief of Human Resources Services or designee. Except where expressly approved by Human Resources, full-time regular supporting services employees shall not be permitted to work in two or more jobs where the total number of hours worked exceeds forty (40) hours per week.~~

(Balance of article 10 is unchanged)

For

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

Initial: BC 9/26/16

Date: 99B 9/26/16

Article 10 Salaries

Section 14. Shift Differential (~~Non-exempt~~)

A. Any full-time or part-time ~~non-exempt~~ employee (including bus drivers), whose regularly assigned shift ends at 7 p.m. or after shall receive a shift differential of thirty-five cents (\$.35) per hour for all hours worked.

B. Any full-time or part-time ~~non-exempt~~ employee (including bus drivers), whose regularly assigned shift begins on or after 10 p.m. but before 5:00 a.m. shall receive a shift differential of forty-five cents (\$.45) per hour for all hours worked. Employees assigned to relocatable crews shall receive an additional fifteen cents (\$.15) per hour for all hours worked during the moving of relocatables during the year.

C. Any hourly shift differential received by an employee shall be paid only on actual hours worked in any pay period and shall be excluded from holiday, vacation, and sick leave pay

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

Initial: MC 9/26/16

Date: GFB 9/26/16

**Article 12 Hours of Work and Overtime**

**Section 14. Facility Lease Hours (Excluding Administrative)**

When an organization leases School Board facilities which require the services of Bargaining Unit employees and said functions are conducted in a school facility on a Saturday, Sunday, holiday or any other nonscheduled workday, the employee assigned to said function shall ~~be compensated as follows:~~

*As* ~~A. An affected employee (non-exempts only) shall~~ receive time and one-half and appropriate shift differential for all hours worked regardless of the total number of hours worked during the work week whenever the employee has not had the opportunity (excluding the use of sick, personal, or vacation hours) to accomplish the normal forty "sweat" hour requirement for the computation of overtime, i.e., spring break, Thanksgiving, winter holiday period.

B. Bargaining unit personnel required to staff before and after school child care programs during the district's normal holiday periods (spring break, Thanksgiving, winter break) when they would customarily be off duty shall be paid one and one half (1-1/2) times their base rate of pay for all hours worked.

C. No employee or group of employees shall be required to adjust their usual and customary hours of work to meet the staffing needs of any outside organization using district facilities.

Initial: PC 9/26/16

Date: JEB 9/26/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

ARTICLE 14

Section 2. Sick Leave

A. Employees who work two and one-half (2 1/2) or more hours per day in regular positions shall accrue sick leave at the rate of one paid day for each month of service. A month of service for this purpose shall be defined as employment in a paid status for eleven (11) or more days during the same month. With the exception of bus drivers, one paid day is defined as the number of hours the employee is scheduled to work times his/her base rate. A paid day for bus drivers is equal to eight hours per day regardless of the number of hours worked in excess of two and one half hours.

B. Pursuant to Section 1012.61 Florida Statutes, sick leave may be used on a regularly scheduled workday, including regular scheduled summer work days, for bona fide illness of the employee, illness and/or death in the immediate family, to attend a funeral, or for a medical or dental appointment. Immediate family is defined as spouse, father, mother, sister, brother, brother-in-law, sister-in-law, child, step-child, foster child, mother-in-law or father-in-law, other close relative or any person who is a member of the employee's immediate household. An obituary notice or other suitable document may be required prior to the payment of funeral leave.

C. An employee suspected of abusing sick leave may be required to provide medical proof of ability to return to work after each absence. Employees who are absent five (5) or more consecutive workdays may be required to pass a physical examination and obtain written clearance before returning to work. Should a physical examination reveal a physical defect that cannot be reasonably accommodated in order for the employee to continue his/her assigned duties, the following procedure will apply:

1. The employee will be relieved of his/her duties immediately without prejudice. If he/she has accrued sick leave time, he/she may request and be granted sick leave.
2. He/she will remain in off-duty status or on sick leave for a period of five (5) working days in order to give him/her time to determine whether or not he/she can be reasonably accommodated.
3. Not later than the end of the five-day period, he/she will notify the administrator/supervisor concerned in writing what action he/she plans to take.
4. If corrective action causes continued absence, accrued sick leave may be used. Absence beyond the time allowable as sick leave may be authorized under temporary inactive status.
5. Should he/she notify the administrator/supervisor that he/she refuses a reasonable accommodation, his/her employment may be terminated without prejudice.

Initial: MC 9/26/16

Date: JEB 9/29/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

6. Prior to his/her return to employment, it will be necessary for him/her to be cleared by his/her personal physician. Written clearance will be submitted to the administrator/supervisor.

7. If the personal physician recommends further treatment, the employee will be notified to secure treatment of the condition and to provide notification to his/her supervisor within sixty (60) days by the personal physician that the employee is under his/her care for the condition noted. If the supervisor does not receive this notification, the employee will be terminated.

D. Employees who cannot report for work for any reason (illness, tardy, emergency, etc.) shall contact their administrator/supervisor no later than the scheduled start of their workday, or as otherwise specified by the school or department. Failure to call and report absence without good and sufficient cause as determined by the administrator/supervisor will be charged as an unexcused absence and may be cause for disciplinary action. The Board shall provide recording procedures for the purpose of receiving report-offs.

E. The administrator/supervisor may approve the use of accrued sick leave for the employee's personal reason(s) up to a maximum of four (4) days non-cumulative (Section 1012.61, Florida Statutes) in any fiscal year. Planned non-emergency use of sick leave for personal reasons shall normally be requested at least two (2) workdays in advance and may be used in increments of one-half hour or more.

F. Sick leave may be accumulated without limit and shall be charged by actual hours used, except for bus drivers who will be charged the actual hours used or eight hours, whichever is less. An employee shall not be entitled to sick leave in excess of the amount accumulated to his credit.

(Remainder of Article 14 stays the same)

Initial: ME 9/26/16

Date: 9/26 9/26/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

G. Employees who are laid off and recalled will retain sick leave that is unused at the time of layoff. Employees who transfer within the school district will retain sick leave credit. Similarly, employees who resign and are rehired will have unused sick leave restored to their credit. H. An administrator/supervisor may refer an employee to his or her primary care physician for verification of fitness. Placement shall be consistent with any restrictions included in the attending physician's release at the time of return. Failure to comply with this provision shall result in the employee's suspension without pay until such time as he/she complies with the provisions of this subsection.

I. Employees may contribute to the Supporting Services Sick Leave Bank, as long as members (appointed by FPSU), are part of the committee that shall administer the Sick Leave Bank. Also, FPSU shall have the right to review the Sick Leave Bank Guidelines and request changes to the committee.

J. Terminal pay shall be granted to an employee at retirement or to his/her beneficiary if service is terminated by death. "Retirement" shall mean eligibility for retirement benefits under the Florida Retirement System (FRS), at normal retirement or disability retirement as provided by law. Evidence of service retirement shall be determined by a signed copy of the "Application for Service Retirement." Evidence of disability retirement shall be determined by a statement of disability from the retirement office. Payment for such terminal pay benefits shall be as follows: 1. **Retirement:** Subsequent to six (6) years of service in the Pinellas County School District, the employee shall receive payment for unused accrued sick leave under the following formula: Subsequent to six (6) years - 40% Subsequent to ten (10) years - 65% Subsequent to fifteen (15) years - 70% Subsequent to twenty (20) years - 80% Subsequent to twenty-five (25) years - 90% Subsequent to thirty (30) years - 100% 2. **Termination by Death:** The employee's beneficiary shall receive payment based upon the following formula: (Section 1012.61 (2)(a)(4)) 26

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

Initial: Mc 9/26/16

Date: JEB 9/26/16

**ARTICLE 19**

**TRANSFER**

**Section 1. Procedures for Voluntary Lateral Transfer**

Voluntary transfers shall be made based on the needs of the position to be filled, the personal qualifications of the applicants, location of the job and the best interests of the District.

Lateral Transfer

A. Before a lateral transfer opportunity can be made available for other employees, the School or work center may consider reassignments of qualified employees from within their own work location,

If the union can provide evidence that a transfer was denied for arbitrary reasons, the transfer may be pursued through the grievance procedure.

**Section 2. Involuntary Transfers and Reassignment**

A. Involuntary transfers are those transfers instituted by Management. B. Such transfers or reassignments shall be made in the best interests of the District.

C. Under no circumstances will an employee be involuntarily transferred for arbitrary or capricious reasons.

D. Involuntary transfers or reassignments may be used as a disciplinary remedy or to resolve internal conflicts between members of a department or school center in the best interests of efficient operation.

E. Should the district need to transfer an employee to another location due to changes in the staffing model or staff realignment, the district will first ask the employees at the site for a volunteer. If there is no volunteer, the least senior employee will be chosen to be transferred. The district will consider the employee's home location in consideration of where the employee will be transferred in order to decrease the burden on the affected employee.

F.E. When an employee is involuntarily assigned to a lower level position for a reason other than a reduction in force, job preference or as a result of a disciplinary action, the employee's hourly rate of pay shall remain the same provided the employee's rate of pay does not exceed the maximum rate of pay of the lower level position. In the event an employee is reinstated to his/her previous higher level position within a period of twelve (12) months, the employee's hourly pay will not be less than the hourly pay rate the employee received in the previous higher level position at the time the employee was involuntarily changed to the lower level position.

Initial: AK 9/26/16

Date: JEB 9/26/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

Article 22

Section 3. Transportation

P. In addition to As a part of the routine daily run, each bus driver has additional duties which must be performed and will be compensated for the time required to perform such duties. In order to account for such time, each driver will clock in and clock out to record the actual time spent performing the required duties. For drivers who do not return the bus to the compound, dispatch will be notified of the completion time of such duties. Those duties include:

~~shall be required to make a~~ a pre-trip inspection of the bus his/her bus and to report any defect affecting safety or economy immediately to appropriate transportation personnel.

1. Compound Time/Administrative time:

- ~~a) Drivers assigned a regular bus — 45 minutes a day.~~
- ~~b) Drivers assigned a lift bus — 50 minutes a day.~~
- ~~b)c) Bus Drivers are only required to sweep their bus and empty trash twice a day.~~
- ~~d) Drivers check in and check out (a.m. and p.m.)~~
- ~~e) Pre-trip inspection of bus (before departure)~~
- ~~c)f) Post-trip inspection of bus (at end of each run)~~
- ~~g) Non-driving activities to include:~~

2.d) Preparation of reports.

e)3. Meetings with & phone calls to/from transportation staff, etc.(dispatchers/supervisors/administrators) not to exceed 15 minutes duration, per issue.

f)h) ~~Drivers will be paid for~~ fueling of their buses if there is not sufficient time between schools.

initial/date: UC 9/26/16

initial/date: JGB 9/26/16

Attachment: SEIU Salary Increase (6028 : Negotiated Agreement with the SEIU/Florida Public Services Union (FPSU))

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6029)**

October 25, 2016

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

SUBJECT: Request Approval of Negotiated *Agreement* with the Sun Coast Police Benevolent Association, Inc. (PBA)

**BACKGROUND:**

The district bargaining team has reached tentative agreement with the Sun Coast Police Benevolent Association, Inc. (PBA) on changes to the 2015-2018 Collective Bargaining Agreement. A summary of the tentative agreement includes:

1. Salary Increase and Healthcare

- Employee groups covered under the SEIU contract will receive an average salary increase of 2.3 percent, for the 2016/2017 school year, retroactive to July 1, 2016.
- The School Board will pay for a \$6 million increase to the district's health insurance plan, with no additional cost to employees and no plan changes. Additionally, the Board will pay \$1.2 million for an increased Florida Retirement System contribution, with no additional cost to employees.
- Provide an annual supplement of \$250 to employees who complete the requirements for Certificate of Distinction I, an increase of \$25.
- Provide an annual supplement of \$275 to employees who complete all three strands of the requirements for Certificate of Distinction II, an increase of \$25.
- When factoring employee savings on health insurance and Florida Retirement System increases, the estimated average total compensation increase for employees is 3.5 percent.

2. Article 22 - Salaries and Salary Schedules

- Updated the current language regarding salary issues to be consistent with the other support bargaining units.
- Removal of ambiguous and redundant language.

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the negotiated agreement for all active employees in the PBA bargaining unit.
2. Do not approve the negotiated agreement for all active employees in the PBA bargaining unit.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

The bargaining teams for the Board and PBA have worked cooperatively to reach a tentative agreement on the salary increase. This tentative agreement provides the best settlement available under the current financial conditions. Florida law requires that the amendment to the agreement must be ratified before it can be implemented.

FINANCIAL IMPACT:

The approximate cost for salary increases for employees in the PBA bargaining unit is \$26,507.

DATA SOURCES:

Laurie Dart, Staff Attorney

William Corbett, Ed.D., Deputy Superintendent

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

Dave Richmond, Manager Officer, Payroll Operations

Pamela Kasardo, Senior Compensation Analyst

SUBMITTED BY:

Paula Texel, Assistant Superintendent, Human Resources Services

ATTACHMENTS:

- PBA Salary Increase (PDF)

## Pinellas County Schools

## 2016 Legislative Session Funding Summary

The district received an additional \$10.7 million in funding as a result of the 2016 legislative session. Of that, approximately \$7.3 million was allocated for increased categorical allocations which must be spent on a specific purpose. The \$7.3 million in categorical allocations included an additional \$3.6 million for Supplemental Academic Instruction and \$3.7 million for the ESE Guarantee allocation. This left only \$3.4 million in funding for which the district has flexibility. Also, the state increased the district's required FRS contribution rate resulting in an additional expenditure of \$1.2 million, leaving a net amount of \$2.5 million in additional funding for increased compensation.

Pinellas County Schools  
 Estimated Average Compensation Increase  
 2016/17

	Millions of \$	
2.3% Average Salary Increase	13.8	2.30%
Health Insurance	6.0	1.00%
FRS Increase	1.2	0.20%
	3.50%	
 Total Compensation Increase	 21.0	
 Approximate Cost of a 1% increase	 6.0	
 Average Increase %	 3.50%	

## Pinellas County Schools 2017 Health Plan

**No Increase in Payroll Deductions  
No Plan Design Changes**

2017 <u>PLAN</u>	2017 <u>ENROL</u>	2016 EMPL <u>DED</u>	2017 EMPL <u>DEDUCT</u>	2017 INCREASE	
				<u>PP</u>	<u>ANN</u>
<b><u>CDHP</u></b>					
Employee	1,201	\$53.00	\$53.00	\$0.00	\$0.00
EE plus Child(ren)	272	\$146.00	\$146.00	\$0.00	\$0.00
EE plus Sp	275	\$159.00	\$159.00	\$0.00	\$0.00
Family	457	\$215.00	\$215.00	\$0.00	\$0.00
2Board Fam	<u>99</u>	\$120.00	\$120.00	\$0.00	\$0.00
<b>Total</b>	<b>2,304</b>				
<b><u>Staff</u></b>					
Employee	1,827	\$71.00	\$71.00	\$0.00	\$0.00
EE plus Child(ren)	437	\$182.00	\$182.00	\$0.00	\$0.00
EE plus Sp	314	\$195.00	\$195.00	\$0.00	\$0.00
Family	657	\$266.00	\$266.00	\$0.00	\$0.00
2Board Fam	<u>120</u>	\$171.00	\$171.00	\$0.00	\$0.00
<b>Total</b>	<b>3,355</b>				
<b><u>NPOS</u></b>					
Employee	2,454	\$80.00	\$80.00	\$0.00	\$0.00
EE plus Child(ren)	421	\$200.00	\$200.00	\$0.00	\$0.00
EE plus Sp	683	\$213.00	\$213.00	\$0.00	\$0.00
Family	813	\$302.00	\$302.00	\$0.00	\$0.00
2Board Fam	<u>129</u>	\$207.00	\$207.00	\$0.00	\$0.00
<b>Total</b>	<b>4,500</b>				
<b>Total Health</b>	<b>10,159</b>				

Bargaining Group:

PBA

Date:

9/21/16

Initial/Date \_\_\_\_\_ Initial/Date \_\_\_\_\_

SEIU, PBA, and PESPA salary proposal (PCS - 09-21-2016)

**2016-2017 proposed 2.3% increase moved one cell to the right (leave A the same)**

Pay Grade	Minimum A	Level B	Level C	Level D	Level E	Level F	Level G	Level H	Level I	Level J	Level K	Level L	Level M	Level N	Level O
5	\$10.11	\$10.34	\$10.68	\$11.02	\$11.38	\$11.75	\$12.13	\$12.53	\$12.94	\$13.36	\$13.79	\$14.24	\$14.70	\$15.18	\$15.67
6	\$11.12	\$11.38	\$11.75	\$12.13	\$12.52	\$12.93	\$13.35	\$13.78	\$14.23	\$14.69	\$15.17	\$15.66	\$16.17	\$16.70	\$17.24
7	\$12.23	\$12.51	\$12.92	\$13.34	\$13.77	\$14.22	\$14.68	\$15.16	\$15.65	\$16.16	\$16.69	\$17.23	\$17.79	\$18.37	\$18.96
8	\$13.46	\$13.76	\$14.21	\$14.67	\$15.15	\$15.64	\$16.15	\$16.68	\$17.22	\$17.78	\$18.36	\$18.95	\$19.57	\$20.20	\$20.86
9	\$14.80	\$15.14	\$15.63	\$16.14	\$16.67	\$17.21	\$17.77	\$18.34	\$18.94	\$19.56	\$20.19	\$20.85	\$21.53	\$22.22	\$22.95
10	\$16.29	\$16.66	\$17.20	\$17.76	\$18.33	\$18.93	\$19.54	\$20.18	\$20.83	\$21.51	\$22.21	\$22.93	\$23.68	\$24.45	\$25.24
11	\$17.91	\$18.32	\$18.92	\$19.53	\$20.17	\$20.82	\$21.50	\$22.20	\$22.92	\$23.66	\$24.43	\$25.23	\$26.05	\$26.89	\$27.77
12	\$19.70	\$20.15	\$20.81	\$21.48	\$22.18	\$22.90	\$23.65	\$24.42	\$25.21	\$26.03	\$26.87	\$27.75	\$28.65	\$29.58	\$30.54
13	\$21.67	\$22.17	\$22.89	\$23.63	\$24.40	\$25.19	\$26.01	\$26.86	\$27.73	\$28.63	\$29.56	\$30.52	\$31.51	\$32.54	\$33.60
14	\$23.83	\$24.38	\$25.18	\$26.00	\$26.84	\$27.71	\$28.61	\$29.54	\$30.50	\$31.49	\$32.52	\$33.58	\$34.67	\$35.79	\$36.96

Initial/Date: \_\_\_\_\_ Initial/Date: \_\_\_\_\_

## ARTICLE 22 SALARIES AND SALARY SCHEDULES

### A. SALARY SCHEDULE

1. The ~~salary schedule is reflected in Appendix A of this agreement, agreed upon rate ranges for employees covered by this Agreement are set forth in the salary schedule (Appendix A) which is included in this document, effective November 1, 2012. An increase of 1.5% will be added to the salary of each bargaining unit member for the 2012-2013 school year, effective November 1, 2012, as per appendix A.~~

### B. Certificates of Distinction

1. Compensation received for completion of Certificate of Distinction I. shall be ~~\$250~~\$275.

2. ~~\$250 in Compensation shall be provided~~received for employees who have completed all three strands of the requirements for Certificate of Distinction II, ~~shall be \$275~~.

### 1. EFFECTIVE DATE

The effective date of the provisions set forth in the following procedures and salary schedules shall be July 1 of the fiscal year, unless otherwise indicated. Only employees on the active payroll, or on approved leave of absence at the time the annual increases are ratified and are approved by the Board, ~~are~~would be eligible to receive any new salary adjustments.

Base salary/rate is defined as an employee's un-equalized hourly rate of pay, exclusive of shift differential or any other applicable bonus. ~~An individual's base rate of pay will not be less than the minimum of the salary range or over maximum, except when the intern procedure is recommended or in the case of temporary promotions.~~

For consistency in administration, base hourly rates are used for calculation purposes in applying the following procedures.

### 2. PLACEMENT ON SALARY SCHEDULE

a) A newly-hired individual may be placed on the applicable salary schedule as follows:

1) ~~At Level A of the Pay Grade for the position the minimum of the applicable salary range unless it is determined by the supervisor and approved by Human Resources Personnel that credit for outside experience warrants initial placement at a higher pay level, is necessary to obtain the most qualified candidate.~~

2) If outside experience credit is deemed appropriate based on comparable work experience, necessary, an additional Level for each five years of comparable experience may be granted. one percent (1.0%) above minimum may be granted for each year of related job experience in excess of the minimum qualifications up to a maximum of ten percent (10%). When

salary credit is granted for outside experience, it is the supervisor's responsibility in conjunction with Human Resources Personnel to review the salaries of current incumbents of the same job within the department to ascertain the impact on internal equity. The specific related experience must be indicated when applying for the job. After the job offer has been made, the related experience submitted may not be altered.

b. **Intern Procedure:** An applicant who does not meet all minimum qualifications for a job may be hired as or promoted to an intern at a rate of pay ten percent (10%) below the applicable rate of pay for that position. Payment at the intern rate is not to exceed one (1) year. If minimum qualifications are not met after one (1) year, employee is subject to termination.

### 3. PROCEDURES FOR SALARY INCREMENTAL/STRUCTURAL INCREASES

a. **Movement Within the Salary Structure Range (Incremental):** Each year a portion of the total salary increase may be designated for movement within the salary schedule range. Each employee eligible for this an incremental increase will move to the next higher pay Level if funds are designated for this purpose. within the salary range by the approved percentage. In order to be eligible for this an incremental increase, an employee must have been hired on or before February 1 and. In order to receive an incremental increase, an employee must also be in an active pay status or on an approved leave of absence at the time the annual increases are approved by the Board.

b. Cost of Living (COLA) Increase **Movement of the Salary Schedule (Structural):** Each year a portion or all of the total salary increase may be designated for a COLA increase A COLA increase (whether a flat amount or a percentage increase), will be applied equally throughout the salary schedule. movement of the salary (range) schedule. Any employee within the salary range is eligible for this increase provided the base rate of pay does not fall above the salary range maximum.

c. **Part-Time Regular Employees:** Employees hired on or before February 1 and in an active pay status or on an approved leave of absence at the time the annual increases are approved by the Board shall be eligible for increases at the same hourly rate as full-time employees. placed at the amount which provides the same percent increase granted to full-time employees on the same salary schedule contingent upon availability of funds.

d. **Retroactive Pay:**

1) The above increases will would be retroactive to the beginning date of the employee's annual payroll calendar, unless otherwise indicated. Part-time regular employees are included in the receipt of retroactive pay.

2) — An employee who is required to return to a regular full time job classification immediately prior to the beginning of their normal work year will receive retroactive salary adjustments on all hours paid where such employment is approved by the Board. 26

3) — Part time temporary employees and substitutes are not eligible for retroactive pay.

#### 4. PROMOTIONAL SALARY INCREASES

##### a. Promotion to a Higher Pay Grade ~~From the Exempt or Non-Exempt Salary Schedules:~~

When an employee currently paid on the Exempt or Non-Exempt Salary Schedule is promoted to a position assigned a higher Pay Grade, the following will apply: from or within either schedule with a higher hourly midpoint, the employee shall receive an increase equal to the percent difference between the midpoints of the old and new pay grade. Any increase shall not be more than twelve percent (12%) or less than minimum.

i) if the new position is one Pay Grade higher, the employee shall be placed at the same pay Level at the higher Pay Grade;

ii) if the new position is two (2) or more Pay Grades higher, the employee will be placed at the higher of the minimum for the new Pay Grade or the Level which is closest to but does not exceed a 15% increase.

b. ~~From the Exempt or Non-Exempt Salary Schedules – In-Grade or Lateral~~  
**Adjustments Promotions:** When an employee currently paid on the Exempt or Non-Exempt Salary Schedule is transferred to a position within the same Pay Grade, the employee will be paid at the Pay Grade and Level of the prior position, which is determined to be a promotion by Compensation and approved by the Chief of Human Resources, the employee shall receive a five percent (5%) increase calculated on an hourly rate.

c. **Temporary Assignment to a Higher Pay Grade** ~~Job Classification on the Exempt and Non-Exempt Salary Schedules:~~ Employees temporarily assigned to assume the duties of an absent employee in a higher Pay Grade, level job classification shall receive whichever is less: an increase of ten percent (10%) of their base salary (calculated on the hourly rate) or the amount he/she would have received had the employee actually been promoted to the position on a regular basis. Employees who do not meet eligibility requirements for the position shall receive an increase of five percent (5%) of their base salary (calculated on an hourly rate). The duration of a temporary assignment shall not be less than sixty (60) working days for classifications on the exempt salary schedule or ten (10) working days, not to exceed ninety (90) calendar days, for classifications on the non-exempt salary schedule and will require approval of the appropriate Cabinet member or his/her designee.

5. **RECLASSIFICATIONS** **Reclassification to a Higher Pay Grade:** When a position is reclassified to a higher Pay Grade, the incumbent's current rate of pay shall be increased in accordance with the promotion guidelines. **Reclassification to a Lower Pay Grade:** Procedures for downgrade will apply.

## 6. PROCEDURES FOR DOWNGRADE

a. ~~When Any employee is moved to a lower Ppay Ggrade, the following procedures shall apply:~~ shall have the current base rate of pay decreased by the percent difference between the new and old pay grade midpoints (calculated on the hourly rate) effective on the date of entry into the new position.

~~i) if the new position is one Pay Grade lower, the employee shall be placed at the same pay Level at the lower Pay Grade;~~

~~ii) if the new position is two (2) or more Pay Grades lower, the employee will be placed at the higher of either the same Level in the new Pay Grade or the Level which is closest to but does not exceed a 15% decrease, but in no case will they be paid more than Level O.~~

b. If an employee is downgraded or promoted then returns to the previous job within one (1) year, the employee will revert to his/her previous rate of pay.

~~c. If any employee due to a special cause was downgraded to a lower pay grade and allowed to keep his/her hourly rate of pay, the employee will not be eligible for any re-promotional salary increase until he/she exceeds the highest pay grade previously held.~~

~~7. LATERAL MOVE When an employee is moved laterally from one salary schedule or job title to another, in a pay grade which has approximately the same midpoint (a midpoint difference of less than one (1) percent), the employee shall retain the current base rate of pay, provided the current base rate of pay is equal to or between the pay grade minimum and maximum. If the employee's current base rate of pay exceeds the new pay grade maximum, it will be reduced to the new pay grade maximum on the effective date of the lateral move.~~

## ~~7.8. TERMINATION AND REINSTATEMENT~~

a. An employee who terminates employment and is rehired within one (1) year in the same job classification may receive the previous rate of pay. In all other instances the procedures for regular employment shall apply.

b. An employee who transfers from a substitute or temporary position into a regular position who has previously held a regular position, will be restored to the pay rate previously held and receive any adjustments per the current salary language.

## ~~8.9. OVERTIME ELIGIBILITY~~

Non-exempt employees required to work more than forty (40) hours in any single week shall be compensated at one and one-half (1-1/2) times their base rate of pay for those hours over forty (40), unless the compensatory time provision of these procedures is used.

a. **Work on Holidays:** Non-exempt employees required to work on paid holidays shall be compensated at a rate of one and one-half (1-1/2) times their base rate of pay for all hours

worked in addition to their straight-time holiday pay. Non-exempt employees required to work on unpaid holidays shall be compensated at their straight time base rate of pay for all hours worked up to and including forty (40) in one week.

b. **Two or More Jobs at Different Rates of Pay:** A non-exempt employee who works over forty (40) hours in a work week with two (2) or more jobs at different rates of pay will receive the overtime rate of pay in accordance with applicable Fair Labor Standards Act (FLSA) regulations.

c. **Compensatory Time:**

1) Compensatory time is defined as time required by management beyond an employee's normally scheduled hours to accomplish a specific task or to provide supervision under specified conditions. A non-exempt employee will be eligible for compensatory time off for hours worked in excess of the assigned workweek as approved in advance by his/her director/supervisor. Compensatory time may be offered in lieu of overtime especially where overtime pay is not available due to financial restrictions. In this regard, it shall be the employee's choice to work offered overtime or additional hours beyond his/her regular shift for compensatory time as an alternative to overtime pay. The employee and the supervisor must mutually agree to how the time is to be earned and used within a twelve month prescribed time frame.

2) Hours worked over the normal workweek schedule up to and including forty (40) hours will taken on an "hour-for-hour" basis. Hours worked over forty (40) hours in a workweek must be taken at one and one-half (1-1/2) hours for each hour of overtime worked.

3) Management approved compensatory time will be part of the payroll reporting process. Employees are responsible for providing written documentation of compensatory time approved by the appropriate administrator to the person responsible for departmental payroll administration. Compensatory time will be tracked using the TERMS system unless the compensatory time is earned and used within a single pay period.

4) Employees who have requested the use of approved compensatory time shall be permitted to use the time within a reasonable period after making the request if the use of time does not unduly disrupt operations. An employee may use a full day as compensatory time if approved by his/her supervisor.

5) Compensatory time for all employees must be used within one (1) year from the date on which the time is earned. It will be the supervisor's responsibility to keep track of this time limit. Compensatory time not used within one (1) year will be paid.

6) Employees can accrue up to 240 hours of compensatory time (160 hours of overtime work). Any work performed over the 240 hours maximum must be paid overtime compensation.

910. **FACILITY LEASE HOURS** When an organization leases School Board facilities that require the services of PCSB employees and said functions are conducted in a school facility on a Saturday,

Sunday, holiday or any other non-scheduled workday, the employee assigned to said function shall be compensated as follows:

- a. An affected employee shall receive either straight time or overtime for all hours worked whichever is appropriate. For non-exempts, this will depend on the total number of hours worked by the employee during the normally scheduled workweek.
- b. An affected employee (non-exempts only) shall receive time and one-half (1-1/2) and appropriate shift differential for all hours worked regardless of the total number of hours worked during the workweek whenever the employee has not had the opportunity (excluding the use of sick, personal, or vacation hours) to accomplish the normal forty (40) "sweat" hour requirement for the computation of overtime, i.e., spring break, Thanksgiving, winter holiday period.

~~11. PROCEDURES FOR PAYMENT OF ADDITIONAL OR TEMPORARY POSITIONS~~

- ~~a. If the additional or temporary position to which the employee is assigned has a non-exempt job title, the employee will be paid at the minimum of the appropriate pay grade.~~
- ~~b. When an employee is paid from funds outside of the primary budgeted position and in the same job classification as the primary job, the employee will receive the same rate of pay. 29~~
- ~~c. When an employee is paid from funds outside of the primary budgeted position and in a different job classification from the primary job, the employee will receive the minimum rate of pay in the appropriate salary range for that job classification.~~
- ~~d. Full time regular supporting services personnel will be permitted to work two (2) or more jobs only in those instances where prior approval has been granted through the Associate Superintendent, Human Resources or designee. Except where expressly approved by Human Resources, full time regular supporting services employees shall not be permitted to work in two (2) or more jobs where the total number of hours worked exceeds forty (40) hours per week.~~

9.13. **SHIFT DIFFERENTIAL (Non-exempt)** Any full-time or part-time non-exempt employee whose regularly assigned shift ends at 7 p.m. or after shall receive a shift differential of thirty-five cents (\$5035) per hour for all hours worked. Any full-time or part-time non-exempt employee whose regularly assigned shift begins on or after 10 p.m. but before 5 a.m. shall receive a shift differential of forty-five cents (\$6045) per hour for all hours worked. Any hourly shift differential received by an employee shall be paid only on actual hours worked in any pay period and shall be excluded from holiday, vacation, and sick leave pay.

104. **CALL-BACK AND CALL-IN PROCEDURES** (Excluding Administrative)

- a. An employee who is called to report for work at times other than the regularly scheduled hours shall receive the applicable rate of pay, or compensatory time, for all time worked. In no event will the employee receive less than two (2) hours straight time pay or compensatory

time due to the inconvenience. It is not required that an employee work a minimum of two (2) hours if the task for which the employee was called to perform can be accomplished in less time.

b. An employee who reports for work at the regularly scheduled time shall receive a minimum of two (2) hours work at the applicable rate of pay, or two (2) hours pay at the straight-time hourly base rate unless:

- The employee leaves earlier based on their own decision
- The employee is suspended or dismissed
- Work is not available for reasons such as fire, flood, power failure, hurricane, tornado, explosion, strike, or civil disturbance

**115. REQUESTS TO CREATE NEW JOBS** New job title classifications must be requested by the appropriate Cabinet member, recommended by the Superintendent and approved by the Board. The classification and pay grade of each new job shall be recommended by the Compensation Administration Section of the Human Resources Department and submitted to the Cabinet for their concurrence. The Superintendent will then make a recommendation to the Board for approval. Additional personnel slots must be requested through budget. Job title and pay grade will be determined by Compensation Administration.

**12.6. EXCEPTIONS** Any exceptions to the above procedures must be approved by the Superintendent or designee. These procedures are intended to address the most common district compensation issues and are not intended to cover all situations that could possibly occur. For information pertaining to specific compensation issues, please contact.

Compensation Administration in the Human Resources Department. For positions covered by bargaining units, please refer to the applicable contract language for more detail.

**SCHEDULED**

**REQUEST FOR APPROVAL (ID # 6030)**

October 25, 2016

**TO:** MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

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

**SUBJECT:** Request Approval for all Non-Instructional Employees Including Administrators, Professional/Technical/Supervisory, and Non-Represented Support Staff for a Salary Increase

**BACKGROUND:**

In keeping with district tradition and past practice of matching Pinellas Classroom Teachers Association (PCTA) and Pinellas Educational Support Professionals Association (PESPA) contract settlement provisions all non-instructional employees including administrators, professional/technical/supervisory, and non-represented support staff will be provided the following benefits:

- Employee groups covered will receive an average salary increase of 2.3 percent, for the 2016/2017 school year, retroactive to July 1, 2016.
- The School Board will pay for a \$6 million increase to the district's health insurance plan, with no additional cost to employees and no plan changes. Additionally, the Board will pay \$1.2 million for an increased Florida Retirement System contribution, with no additional cost to employees.
- When factoring employee savings on health insurance and Florida Retirement System increases, the estimated average total compensation increase for employees is 3.5 percent.

**STRATEGIC DIRECTION:** Effective and Efficient Use of Resources

**ALTERNATIVES:**

1. Approve the salary increase retroactive to July 1, 2016, for all active employees in these classifications.
2. Do not approve the salary increase retroactive to July 1, 2016, for all active employees in these classifications.

**RECOMMENDATIONS:**

Alternative No. 1 is recommended.

**RATIONALE:**

This increase provides the best salary under the current financial conditions.

**FINANCIAL IMPACT:**

The approximate cost of the salary increase for employees in the Non-Exempt Support group is \$294,691; for employees in the Professional/Technical/Supervisory group is \$346,539; and for employees in the Administrators group is \$ 755,510.

DATA SOURCES:

Laurie Dart, Staff Attorney

William Corbett, Ed.D., Deputy Superintendent

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

Dave Richmond, Manager Officer, Payroll Operations

Pamela Kasardo, Senior Compensation Analyst

SUBMITTED BY:

Paula Texel, Assistant Superintendent, Human Resources Services