



# New Instructional Hire Handbook Pinellas County schools 2022-2023

*Developed by the offices of Professional Development  
and  
Human Resources Services*

- For a live, up-to-date version of this handbook, please visit:  
Professional Development Department: <https://www.pcsb.org/PD>  
Talent Acquisition: <https://www.pcsb.org/talent>

**Vision: 100% Student Success**  
**Mission: Educate and Prepare Each Student for College, Career and Life**



**Pinellas County Schools**  
**301 Fourth St. SW**  
**Largo, FL 33770**

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**Vision: 100% Student Success**  
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## **Welcome to the District**

Welcome to Pinellas County Schools, home of the eighth largest school district in Florida! This handbook was developed to support you, as a new hire, as you navigate the district and the expectations set forth to help you acclimate and become successful in your classroom, school site and your role in the district. We understand that this can be an exciting and overwhelming time, so this handbook will provide you with the explanation, contacts and tools to help you succeed.

### **Pathways**

- Early Career Teachers (0-3 Years' Experience) Teachers who are brand new to the teaching profession receive the most intense support gradually - released through their first three years in the district.
  
- New Hires with Previous Experience in Other States or District Teachers who come new to the district with years of experience receive on-demand support based on most prevalent areas of needs.
  
- Non-Education Majors- Transition to Teaching (TTT) or College Program Non-Education majors in the Transition to Teaching program receive a TTT mentor program. College program non-education majors will receive support from a site-based mentor.



## *Professional Development and Support*

Upon being hired, you will begin your journey with support from the district and school level. While this is a large district, there are specific contacts who will be available to problem- solve, guide and assist you along the way. Please do not hesitate to reach out to any of the people listed below. If, for any reason, they are unable to help you, they will be able to direct you to someone who can assist.

| <b>Name</b>             | <b>Role</b>                             | <b>E-Mail</b>  | <b>Phone</b>      |
|-------------------------|---|--|-------------------|
| <b>Kathy Beauregard</b> | Mentors, New Hires, Embrace, Onboarding | <a href="mailto:beauregardk@pcsb.org">beauregardk@pcsb.org</a> | 588-6224 ext.1940 |
| <b>Pamela Kasardo</b>   | Transition to Teaching                  | <a href="mailto:kasardop@pcsb.org">kasardop@pcsb.org</a>       | 588-6224 ext.1946 |
| <b>William Aligood</b>  | Marzano Evaluation                      | <a href="mailto:aligoodw@pcsb.org">aligoodw@pcsb.org</a>       | 588-6224 ext.1320 |
| <b>Lamar Washington</b> | Springboard                             | <a href="mailto:washingtonl@pcsb.org">washingtonl@pcsb.org</a> | 588-6224 ext.1909 |
| <b>Lisa Brackney</b>    | Classroom Management                    | <a href="mailto:brackneyl@pcsb.org">brackneyl@pcsb.org</a>     | 588-6224 ext.1419 |

### **Professional Development (PD):**

The role of Professional Development is to support all teachers, support staff and administrators in the district. While the PD team consists of many members, the above contacts are available to work with you.

### **Professional Development Opportunities:**

The PD department offers a variety of training. Each month, a newsletter called “Chalk Talk” is sent to your email containing all of the professional development available in the district. The following list is not a complete listing of available PD, but it highlights the support new hires and current employees can receive throughout the year. Please reach out to the Office of Professional Development by calling 588- 6224 should you need any assistance in signing up for courses.

- Marzano Evaluation Training
- Mentoring Training
- Clinical Education
- CHAMPS
- Teach Like a Champion
- General Knowledge Test
- Leadership U
- Leadership Pipeline (pathway through administration)
- New Teacher/New Hire Onboarding
- Embrace
- Classroom Management



## *Human Resources and Support*

The role of Human Resources is to support all teachers, support staff and administrators in the district regarding hiring, recruitment and retention. The following contacts can help facilitate your transition into the district.

|                           |                               |   |                    |
|---------------------------|-------------------------------|---|--------------------|
| <b>Raquel Perez-Russo</b> | Talent Acquisition            | <a href="mailto:perez-russor@pcsb.org">perez-russor@pcsb.org</a>                  | 588-6000 ext. 5007 |
| <b>Shaune Ferguson</b>    | Talent Acquisition            | <a href="mailto:fergusonsh@pcsb.org">fergusonsh@pcsb.org</a>                      | 588-6000 ext. 6281 |
| <b>Debra Cucchiara</b>    | Talent Acquisition Manager    | <a href="mailto:cucchiarad@pcsb.org">cucchiarad@pcsb.org</a>                      | 588-6000 ext. 5136 |
| <b>Eunice Bajkowsky</b>   | Certification                 | <a href="mailto:macclinchyj@pcsb.org">macclinchyj@pcsb.org</a>                    | 588-6000 ext. 6450 |
| <b>Benefits Help</b>      | Risk Management and Insurance | <a href="http://www.pcsb.org/risk-benefits">http://www.pcsb.org/risk-benefits</a> | 588-6000 ext. 6195 |
| <b>Carly Ferguson</b>     | Compensation                  | <a href="mailto:fergusonca@pcsb.org">fergusonca@pcsb.org</a>                      | 588-6000 ext. 6286 |
|                           |                               |   |                    |

## *Special Certification Information*

**Reading Endorsement Information:** [Reading Endorsement](#) or [readingendorsement@pcsb.org](mailto:readingendorsement@pcsb.org)

**Gifted Endorsement Information:** [Gifted Endorsement](#)

**ESOL Endorsement Information:** [ESOL Endorsement](#)

|                        |   |  |                    |
|------------------------|---|--|--------------------|
| <b>Ramona Zambrano</b> | Coordinator of English Learners             | <a href="mailto:zambranor@pcsb.org">zambranor@pcsb.org</a>   | 588-6000 ext. 6341 |
| <b>Holly Slaughter</b> | Elementary ELA/Reading Specialist           | <a href="mailto:slaughterh@pcsb.org">slaughterh@pcsb.org</a> | 588-6000 ext.6090  |
| <b>Natasa Karac</b>    | Director of English Language Learners (ELL) | <a href="mailto:karacn@pcsb.org">karacn@pcsb.org</a>         | 588-6000 ext. 6067 |
| <b>Coral Marsh</b>     | Gifted Specialist                           | <a href="mailto:marshco@pcsb.org">marshco@pcsb.org</a>       | 588-6000 ext. 6037 |
| <b>Britt Moseley</b>   | HS Reading/ELA Content Specialist           | <a href="mailto:moseleyb@pcsb.org">moseleyb@pcsb.org</a>     | 588-6000 ext. 1420 |

## Technology Information System (TIS) and Employee Self-Service (ESS) Frequently Asked Questions

### **Q: When Do I get my computer?**

A: If you participate in Embrace, you will receive your computer then. If you do not participate/attend Embrace, check with your Principal or Principal secretary for a new computer (request via Tech Help).

### **Q: When do I get my username and password?**

A: New employees contact the Help Desk at 727-588-6060 to receive their user ID and Password after 2 to 3 business days from processing. Allow 2 to 3 weeks during the summer months.

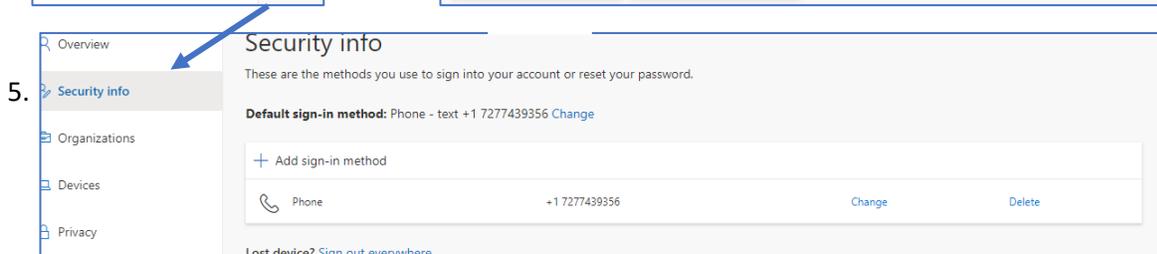
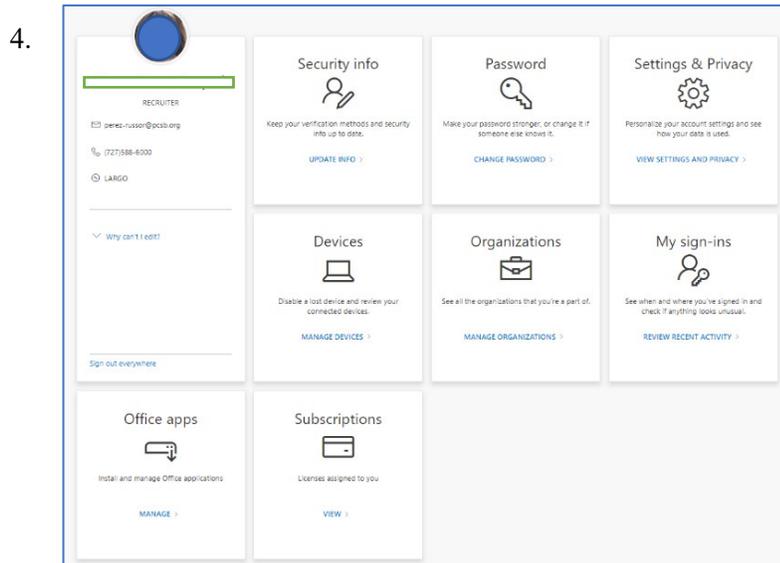
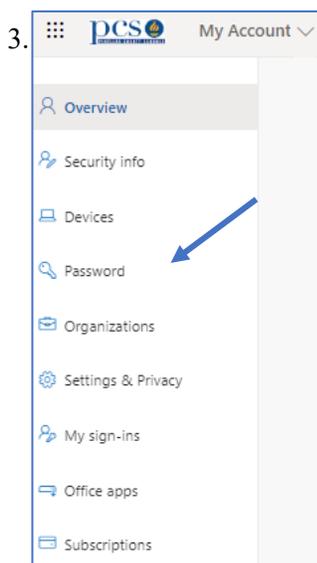
### **Q: What do I do after I receive my username and password?**

A: After you receive your user name and password, register your account at [www.pcsb.org/passwords](http://www.pcsb.org/passwords) to be able to reset, unlock and change your password on your own, from school, or at home.

### **Q: How do I get my Verification Code set up to access my e-mail from home?**

A: You can ask the help desk to set you up at the same time they are setting you up for a username and password. If you forget, just follow the steps below.

1. Go to <http://mail.pcsb.org/> It will take you to your e-mail. Click on your picture/letter icon (top right)
2. Click on view account



6. We recommend using alternative phone (cell phone) options under + Add sign-in method.



**Technology Information System (TIS) and Employee Self-Service (ESS)**  
**frequently asked questions (continued)**

**Q: How to request Employment verifications for mortgages, teacher service verification to other districts, etc.?**

A: Email your request to Employee Records at [pcsrecordsrequest@pcsb.org](mailto:pcsrecordsrequest@pcsb.org)

**Q: How to change Marital Status (Name Change)?**

A: Submit PCS Form 3-1909 Employee Address/Telephone/Name Change Form with a new social security card in your new name to Human Resources, Administration Bldg. You will receive an e-mail from your HR Rep. with the final step to complete the name change request.

**Q: How can I update my address and/or phone number?**

A: Update your address, phone number, and emergency contact information, check your salary, and benefits, sign your contract, and more online at <https://ess.pcsb.org/EmpSS/>

**Information and resources access your Employee Self Service (ESS)**

**Employee Self Service**

Home  
About ESS  
Pay Info  
Salary  
12 Month Pay Opt  
Summer Bridge Application  
Leave  
1095C  
W2  
W4  
Personal/Emergency Contact Info  
Benefit & Comp. Guide  
Certification  
Employee Contracts  
Hurricane Shelter Commitment  
Beneflex Confirmation

Welcome to the Pinellas County Schools Employee Self Service website  
This site will allow PCS employees to view and in some cases update their own personal information

After you log in using your PCS employee username and password, activities include:

- Browse your earnings history and print individual pay statements
- View your current salary information
- Apply / Un-Apply for the 12 month payroll option
- View your sick, personal, vacation balances
- View / Print your W-2 wage and tax statements
- View your W-4 withholding allowance information
- View / Change your personal information currently on file
- Renew your teaching certificate and other certification activities
- View your personalized Benefits & Compensation Guide
- View / Print benefit coverage's
- Annual Open Enrollment - enroll in or change your benefit options
- Electronic employment contract signature / View archived contracts

[View payroll and staff calendars](#)

Important Notices

**Consent for Electronic Version of W-2 IRS Tax Form**  
Now Available - If you wish to view/print your own W-2 Tax Form in January, please login and click on the "W2" link.

**Consent for Electronic Version of 1095C IRS Tax Form**  
Now Available - If you wish to view/print your own 1095C Insurance Tax Form in January, please login and click on the "1095C" link.

**Instructional Employee Contracts**  
If you received an email directing you here to sign your contract, after you login, click on "Employee Contracts" to electronically sign and print your annual employment contract.

-- Application for the **12 month payroll option** on ESS is available in spring months through the end of June.

**2022-23  
Staff Calendar  
Pinellas County Schools**

|  |  |
|--|--|
| July 1, 2022                           | First contract day for 11.5-month (235 days) and 12-month (247 days) personnel.  |
| July 4                                 | Holiday for 11.5-month (235 days) and 12-month (247 days) personnel.   |
| July 18                                | 11-month (218 days) administrators and 11-month (218 days) support personnel report for duty.  |
| July 18 – 19                           | <b>Trade day</b> options for 11.5-month (235 days) instructional personnel.  |
| July 20 – 29                           | Schools closed for 11.5-month (235 days) personnel and postsecondary students at the PTC's.  |
| July 25                                | 10.5-month (206 days) instructional personnel and 10.5-month (206 days) administrators report for duty.  |
| July 29                                | Four-day work week ends.   |
| August 1                               | 10-month (198 days) instructional personnel report for duty.   |
| August 1 – 9                           | Teacher Work Days and/or Professional Development Days for 10-month (198 days) and 11.5-month (235 days) instructional personnel.  |
| • August 1                             | Teacher Work Day and/or School-based Professional Development Day.   |
| • August 2                             | Teacher Work Day and/or School-based Professional Development Day.   |
| • August 3                             | Teacher Work Day and/or School-based Professional Development Day.   |
| • August 4                             | District-wide Professional Development Day.  |
| • August 5                             | Teacher Work Day and/or School-based Professional Development Day.   |
| • August 8                             | Teacher Work Day and/or School-based Professional Development Day.   |
| • August 9                             | Teacher Work Day and/or School-based Professional Development Day.   |
| August 1                               | 10-month (196 days) PCS police and 10-month support report for duty.   |
| August 2                               | Bus drivers (192 days) and 10-month (196 days) food service managers report for duty.  |
| August 5                               | Food service workers (193 days) report for duty.   |
| August 10                              | All PreK-12 and postsecondary schools' classes begin.  |
| September 5                            | Labor Day – schools and district offices closed. Paid holiday for all personnel.   |
| October 17 <sup>(a)</sup>              | School-based Professional Development/Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. Certificate of Distinction Ceremony. All food service workers, food service managers, 10-month PCS police, 10-month support, 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers. <b>Designated hurricane make-up day.</b>                            |
| November 21 – 22 <sup>(a)</sup>        | All 12- month personnel on duty. Holiday for all other personnel. <b>Designated hurricane make-up days.</b>  |
| November 23 – 25                       | Thanksgiving holidays for all personnel.   |
| November 24                            | Paid holiday for all personnel.  |
| December 23 <sup>(a)</sup>             | Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. All 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers, food service workers, food service managers, 10-month PCS police and 10-month support. <b>Trade day</b> option for 10-month (198 days) and 11.5-month (235 days) instructional personnel. <b>Designated hurricane make-up day.</b> |
| December 26 2022 –                     |  |
| January 6, 2023                        | Winter holidays for all personnel.   |
| December 26, 2022<br>& January 2, 2023 | Paid holidays for all personnel.   |
| January 9                              | All PreK-12 and postsecondary schools' classes resume.   |
| January 16                             | Martin Luther King, Jr. Day. 12-month (247 days) personnel on duty. Holiday for all other personnel.   |

**2022-23  
Staff Calendar  
Pinellas County Schools**

|                         |  |
|-------------------------|--|
| February 20             | District-wide Professional Development Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. All food service workers, food service managers, 10-month PCS police, 10-month support, 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers.  |
| March 13 - 17           | Spring holidays for all personnel except 12-month (247 days).  |
| March 13                | 12-month (247 days) personnel on duty.   |
| March 14 - 17           | Spring holidays for 12-month (247 days) personnel.   |
| March 16                | Paid holiday for 10-month (198 days) instructional personnel, bus drivers, food service workers, food service managers, 10-month PCS police and 10-month support.  |
| March 17                | Paid holiday for all personnel.  |
| March 20 <sup>(a)</sup> | School-based Professional Development/Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. Support Services Catalog of Choice Day. All food service workers, food service managers, 10-month PCS police, 10-month support, 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers. <b>Designated hurricane make-up day.</b> |
| April 7                 | All 11-, 11.5 and 12-month personnel on duty. Holiday for bus drivers, food service workers, food service managers, 10-month PCS police, 10-month support, 10-month (198 days) instructional, 10.5-month instructional personnel and 10.5-month administrators. <b>Trade day</b> option for 11.5-month (235 days) instructional personnel.   |
| May 25                  | Last day for students (with the exception of Adult students at the Postsecondary Centers). Students released two hours early. Last day for bus drivers, 10-month PCS police and 10-month support.  |
| May 26                  | Teacher Work Day/last day for 10-month (198 days) instructional personnel. Last day for food service workers and food service managers. <b>Trade day</b> option for 10-month (198 days) and 11.5-month (235 days) instructional personnel.   |
| May 29                  | Memorial Day – schools and district offices closed. Paid holiday for 10.5-, 11-, 11.5-month (235 days) and 12-month personnel.   |
| June 1                  | Last day for 10.5-month (206 days) instructional personnel and 10.5-month (206 days) administrators.   |
| June 5                  | Four-day work week begins.   |
| June 9                  | Last day for 11-month (218 days) personnel.  |
| June 30                 | Last contract day for 11.5-month (235 days) and 12-month (247 days) personnel.   |

<sup>(a)</sup> Hurricane make-up days

| Make up 1 day     | Make up 2 days    | Make up 3 days    | Make up 4 days    |
|-------------------|-------------------|-------------------|-------------------|
| October 17, 2022* | October 17, 2022  | October 17, 2022  | October 17, 2022  |
|                   | December 23, 2022 | December 23, 2022 | November 21, 2022 |
|                   |                   | March 20, 2023    | November 22, 2022 |
|                   |                   |                   | December 23, 2022 |

\*If hurricane occurs after October 17, 2022 the one day make up day will be December 23, 2022.

# 2022-2023 INSTRUCTIONAL CALENDAR

| JULY 2022 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    |    | 1  |
| 4         | 5  | 6  | 7  | 8  |
| 11        | 12 | 13 | 14 | 15 |
| 18        | 19 | 20 | 21 | 22 |
| 25        | 26 | 27 | 28 | 29 |

29 4 day work week ends

| AUGUST 2022 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 1           | 2  | 3  | 4  | 5  |
| 8           | 9  | 10 | 11 | 12 |
| 15          | 16 | 17 | 18 | 19 |
| 22          | 23 | 24 | 25 | 26 |
| 29          | 30 | 31 |    |    |

1 Teachers return  
1-9 Teacher workdays / Non-Student Days  
10 First Day for students

| SEPTEMBER 2022 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

5 Labor Day - Schools closed for teachers/students

| OCTOBER 2022 |    |    |    |                 |
|--------------|----|----|----|-----------------|
| M            | T  | W  | T  | F               |
| 3            | 4  | 5  | 6  | 7               |
| 10           | 11 | 12 | 13 | 14 <sup>Q</sup> |
| 17           | 18 | 19 | 20 | 21              |
| 24           | 25 | 26 | 27 | 28              |
| 31           |    |    |    |                 |

14 End of Quarter 1 (47 days)  
17 Hurricane Makeup Day #1  
17 Non-Student Day

| NOVEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 |    |    |

19-27 Thanksgiving Holidays - Schools closed for teachers/students

| DECEMBER 2022 |    |    |                 |    |
|---------------|----|----|-----------------|----|
| M             | T  | W  | T               | F  |
|               |    |    | 1               | 2  |
| 5             | 6  | 7  | 8               | 9  |
| 12            | 13 | 14 | 15              | 16 |
| 19            | 20 | 21 | 22 <sup>Q</sup> | 23 |
| 26            | 27 | 28 | 29              | 30 |

22 End of Quarter 2 (43 days)  
22 End of 1st Semester (90 days)  
23 Non-Student Day  
23 Hurricane Make Up Day #2  
24-31 Winter Holidays - Schools closed for teachers/students

| JANUARY 2023 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 2            | 3  | 4  | 5  | 6  |
| 9            | 10 | 11 | 12 | 13 |
| 16           | 17 | 18 | 19 | 20 |
| 23           | 24 | 25 | 26 | 27 |
| 30           | 31 |    |    |    |

1-8 Winter Holidays - Schools closed for teachers/students  
9 Second Semester begins  
16 Martin Luther King, Jr. Day - Schools closed for teachers/students

| FEBRUARY 2023 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |

20 Non-Student Day

| MARCH 2023 |    |    |    |                 |
|------------|----|----|----|-----------------|
| M          | T  | W  | T  | F               |
|            |    | 1  | 2  | 3               |
| 6          | 7  | 8  | 9  | 10 <sup>Q</sup> |
| 13         | 14 | 15 | 16 | 17              |
| 20         | 21 | 22 | 23 | 24              |
| 27         | 28 | 29 | 30 | 31              |

10 End of Quarter 3 (43 days)  
11-19 Spring Holidays - Schools closed for teachers/students  
20 Non-Student Day  
20 Hurricane Make Up Day #3

| APRIL 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |

7 Schools closed for teachers/students

| MAY 2023 |    |    |                 |    |
|----------|----|----|-----------------|----|
| M        | T  | W  | T               | F  |
| 1        | 2  | 3  | 4               | 5  |
| 8        | 9  | 10 | 11              | 12 |
| 15       | 16 | 17 | 18              | 19 |
| 22       | 23 | 24 | 25 <sup>Q</sup> | 26 |
| 29       | 30 | 31 |                 |    |

25 Last Day for Students (students released 2 hours early)  
25 End of Quarter 4 (47 days)  
25 End of 2nd Semester (90 days)  
26 Last Day for 198 Instructional Personnel

| JUNE 2023 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    | 1  | 2  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | 29 | 30 |

5 4 Day Work Week begins

## CALENDAR KEY

End of quarter  
 Paid Holiday

Student First Day/Last Day of School  
 Teacher First Day/Last Day of School  
 Non-Student Day

4 Day Work Week  
 Holiday/School closed for teachers/students

Hurricane Make Up Day  
If 4 days needed, those days will be: 10/17, 11/21, 11/22, 12/23  
If after October 17, then the one make up day will be December 23.

# 2022-2023 12 MONTH STAFF CALENDAR

| JULY 2022 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    |    | 1  |
| 4         | 5  | 6  | 7  | 8  |
| 11        | 12 | 13 | 14 | 15 |
| 18        | 19 | 20 | 21 | 22 |
| 25        | 26 | 27 | 28 | 29 |

1 First Day for 12 month personnel  
 4 Holiday - District Offices closed  
 29 4 day work week ends

| AUGUST 2022 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 1           | 2  | 3  | 4  | 5  |
| 8           | 9  | 10 | 11 | 12 |
| 15          | 16 | 17 | 18 | 19 |
| 22          | 23 | 24 | 25 | 26 |
| 29          | 30 | 31 |    |    |

10 First Day for students

| SEPTEMBER 2022 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

5 Labor Day - Schools and District Offices closed

| OCTOBER 2022 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 3            | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 |
| 24           | 25 | 26 | 27 | 28 |
| 31           |    |    |    |    |

17 Non-Student Day - All 12 month personnel on duty

| NOVEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 |    |    |

21-22 Non-Student Day - All 12 month personnel on duty  
 23-25 Thanksgiving Holidays - Schools and District Offices closed

| DECEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| 12            | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | 22 | 23 |
| 26            | 27 | 28 | 29 | 30 |

17 Non-Student Day - All 12 month personnel on duty  
 24-31 Winter Holidays - Schools and District Offices closed

| JANUARY 2023 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 2            | 3  | 4  | 5  | 6  |
| 9            | 10 | 11 | 12 | 13 |
| 16           | 17 | 18 | 19 | 20 |
| 23           | 24 | 25 | 26 | 27 |
| 30           | 31 |    |    |    |

1-8 Winter Holidays - Schools and District Offices closed  
 16 Martin Luther King, Jr. Day - All 12 month personnel on duty

| FEBRUARY 2023 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |

20 Non-Student Day - All 12 month personnel on duty

| MARCH 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 | 31 |

13 Non-Student Day - All 12 month personnel on duty  
 14-17 Spring Holidays - Schools and District Offices closed  
 20 Non-Student Day - All 12 month personnel on duty

| APRIL 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |

7 Non-Student Day - All 12 month personnel on duty

| MAY 2023 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 1        | 2  | 3  | 4  | 5  |
| 8        | 9  | 10 | 11 | 12 |
| 15       | 16 | 17 | 18 | 19 |
| 22       | 23 | 24 | 25 | 26 |
| 29       | 30 | 31 |    |    |

25 Last Day for Students  
 29 Memorial Day - District Offices closed

| JUNE 2023 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    | 1  | 2  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | 29 | 30 |

5 4 Day work week begins  
 30 Last Day for 12 month personnel

## CALENDAR KEY



Paid Holiday



Student First Day/Last Day of School  
 12 Month Staff First Day/Last Day  
 Non-Student Day All 12 month personnel on duty



4 Day Work Week  
 Holiday - District Offices closed



Hurricane Make Up Day

If 4 days needed, those days will be: 10/17, 11/21, 11/22, 12/23  
 If after October 17, then the one make up day will be December 23.

# 2022-2023 11.5 MONTH TEACHER/STAFF CALENDAR

| JULY 2022 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    |    | 1  |
| 4         | 5  | 6  | 7  | 8  |
| 11        | 12 | 13 | 14 | 15 |
| 18        | 19 | 20 | 21 | 22 |
| 25        | 26 | 27 | 28 | 29 |

1 Teachers/Staff Start  
 4 Independence Day - Schools closed for teachers/students  
 20-29 8 Shutdown/Flex days  
 29 4 day work week ends

| AUGUST 2022 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 1           | 2  | 3  | 4  | 5  |
| 8           | 9  | 10 | 11 | 12 |
| 15          | 16 | 17 | 18 | 19 |
| 22          | 23 | 24 | 25 | 26 |
| 29          | 30 | 31 |    |    |

1-9 Teacher workdays / Non-Student Days

| SEPTEMBER 2022 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

5 Labor Day - Schools closed for teachers/students

| OCTOBER 2022 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 3            | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 |
| 24           | 25 | 26 | 27 | 28 |
| 31           |    |    |    |    |

17 Hurricane Makeup Day #1  
 17 Non-Student Day

| NOVEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 |    |    |

21-25 Thanksgiving Holidays - Schools closed for teachers/students

| DECEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| 12            | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | 22 | 23 |
| 26            | 27 | 28 | 29 | 30 |

23 Non-Student Day  
 23 Hurricane Make Up Day #2  
 24-31 Winter Holidays - Schools closed for teachers/students

| JANUARY 2023 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 2            | 3  | 4  | 5  | 6  |
| 9            | 10 | 11 | 12 | 13 |
| 16           | 17 | 18 | 19 | 20 |
| 23           | 24 | 25 | 26 | 27 |
| 30           | 31 |    |    |    |

1-8 Winter Holidays - Schools closed for teachers/students  
 16 Martin Luther King, Jr. Day - Schools closed for teachers/students

| FEBRUARY 2023 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |

20 Non-Student Day

| MARCH 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 | 31 |

13-17 Spring Holidays - Schools closed for teachers/students  
 20 Non-Student Day  
 20 Hurricane Make Up Day #3

| APRIL 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |

7 Non-Student Day

| MAY 2023 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 1        | 2  | 3  | 4  | 5  |
| 8        | 9  | 10 | 11 | 12 |
| 15       | 16 | 17 | 18 | 19 |
| 22       | 23 | 24 | 25 | 26 |
| 29       | 30 | 31 |    |    |

26 Non-Student Day  
 29 Memorial Day - Schools closed for teachers/students

| JUNE 2023 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    | 1  | 2  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | 29 | 30 |

5 4 Day Work Week begins  
 30 Teacher/Staff Ends

## CALENDAR KEY



Paid Holiday



Teacher First Day/Last Day of School



Non-Student Day



4 Day Work Week



Holiday/School closed for teachers/students



Hurricane Make Up Day

If 4 days needed, those days will be: 10/17, 11/21, 11/22, 12/23  
 If after October 17, then the one make up day will be December 23.

# 2022-2023 11 MONTH STAFF CALENDAR

| JULY 2022 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    |    | 1  |
| 4         | 5  | 6  | 7  | 8  |
| 11        | 12 | 13 | 14 | 15 |
| 18        | 19 | 20 | 21 | 22 |
| 25        | 26 | 27 | 28 | 29 |

18 First Day for 11 month personnel  
29 4 day work week ends

| AUGUST 2022 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 1           | 2  | 3  | 4  | 5  |
| 8           | 9  | 10 | 11 | 12 |
| 15          | 16 | 17 | 18 | 19 |
| 22          | 23 | 24 | 25 | 26 |
| 29          | 30 | 31 |    |    |

10 First Day for students

| SEPTEMBER 2022 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

5 Labor Day - Schools and District Offices closed

| OCTOBER 2022 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 3            | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 |
| 24           | 25 | 26 | 27 | 28 |
| 31           |    |    |    |    |

17 Non-Student Day - All 11 month personnel on duty

| NOVEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 |    |    |

21-22 Holiday for all 11 month personnel  
23-25 Thanksgiving Holidays - Schools and District Offices closed

| DECEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| 12            | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | 22 | 23 |
| 26            | 27 | 28 | 29 | 30 |

23 Non-Student Day - All 11 month personnel on duty  
24-31 Winter Holidays - Schools and District Offices closed

| JANUARY 2023 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 2            | 3  | 4  | 5  | 6  |
| 9            | 10 | 11 | 12 | 13 |
| 16           | 17 | 18 | 19 | 20 |
| 23           | 24 | 25 | 26 | 27 |
| 30           | 31 |    |    |    |

1-8 Winter Holidays - Schools and District Offices closed  
16 Martin Luther King, Jr. Day - Holiday for all 11 month personnel

| FEBRUARY 2023 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |

20 Non-Student Day - All 11 month personnel on duty

| MARCH 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 | 31 |

13 Holiday for all 11 month personnel  
14-17 Spring Holidays - Schools and District Offices closed  
20 Non-Student Day - All 11 month personnel on duty

| APRIL 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |

7 Non-Student Day - All 11 month personnel on duty

| MAY 2023 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 1        | 2  | 3  | 4  | 5  |
| 8        | 9  | 10 | 11 | 12 |
| 15       | 16 | 17 | 18 | 19 |
| 22       | 23 | 24 | 25 | 26 |
| 29       | 30 | 31 |    |    |

25 Last Day for Students  
29 Memorial Day - District Offices closed

| JUNE 2023 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    | 1  | 2  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | 29 | 30 |

5 4 Day work week begins  
9 Last Day for 11 month personnel

## CALENDAR KEY



Paid Holiday



Student First Day/Last Day of School  
11 Month Staff First Day/Last Day  
Non-Student Day  
All 11 month personnel on duty



4 Day Work Week  
Holiday



Hurricane Make Up Day

If 4 days needed, those days will be: 10/17, 11/21, 11/22, 12/23  
If after October 17, then the one make up day will be December 23.

# 2022-2023 10.5 MONTH STAFF CALENDAR

| JULY 2022 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    |    | 1  |
| 4         | 5  | 6  | 7  | 8  |
| 11        | 12 | 13 | 14 | 15 |
| 18        | 19 | 20 | 21 | 22 |
| 25        | 26 | 27 | 28 | 29 |

25 First Day for 10.5 month personnel  
29 4 day work week ends

| AUGUST 2022 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 1           | 2  | 3  | 4  | 5  |
| 8           | 9  | 10 | 11 | 12 |
| 15          | 16 | 17 | 18 | 19 |
| 22          | 23 | 24 | 25 | 26 |
| 29          | 30 | 31 |    |    |

10 First Day for students

| SEPTEMBER 2022 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

5 Labor Day - Schools and District Offices closed

| OCTOBER 2022 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 3            | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 |
| 24           | 25 | 26 | 27 | 28 |
| 31           |    |    |    |    |

17 Non-Student Day - All 10.5 month personnel on duty

| NOVEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 |    |    |

21-22 Holiday for all 10.5 month personnel  
23-25 Thanksgiving Holidays - Schools and District Offices closed

| DECEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| 12            | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | 22 | 23 |
| 26            | 27 | 28 | 29 | 30 |

23 Non-Student Day - All 10.5 month personnel on duty  
24-31 Winter Holidays - Schools and District Offices closed

| JANUARY 2023 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 2            | 3  | 4  | 5  | 6  |
| 9            | 10 | 11 | 12 | 13 |
| 16           | 17 | 18 | 19 | 20 |
| 23           | 24 | 25 | 26 | 27 |
| 30           | 31 |    |    |    |

1-8 Winter Holidays - Schools and District Offices closed  
16 Martin Luther King, Jr. Day - Holiday for all 10.5 month personnel

| FEBRUARY 2023 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |

20 Non-Student Day - All 10.5 month personnel on duty

| MARCH 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 | 31 |

13 Non-Student Day - Holiday for all 10.5 month personnel  
13-17 Spring Holidays - Schools and District Offices closed  
20 Non-Student Day - All 10.5 month personnel on duty

| APRIL 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |

7 Holiday for all 10.5 month personnel

| MAY 2023 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 1        | 2  | 3  | 4  | 5  |
| 8        | 9  | 10 | 11 | 12 |
| 15       | 16 | 17 | 18 | 19 |
| 22       | 23 | 24 | 25 | 26 |
| 29       | 30 | 31 |    |    |

25 Last Day for Students  
29 Memorial Day - District Offices closed

| JUNE 2023 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    | 1  | 2  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | 29 | 30 |

1 Last Day for 10.5 month personnel

## CALENDAR KEY



Paid Holiday



Student First Day/Last Day of School



10.5 Month Staff First Day/Last Day



Non-Student Day  
All 10.5 month personnel on duty



4 Day Work Week



Holiday



Hurricane Make Up Day

If 4 days needed, those days will be: 10/17, 11/21, 11/22, 12/23  
If after October 17, then the one make up day will be December 23.

# 2022-2023 9 & 10 MONTH SUPPORT STAFF CALENDAR

| JULY 2022 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    |    | 1  |
| 4         | 5  | 6  | 7  | 8  |
| 11        | 12 | 13 | 14 | 15 |
| 18        | 19 | 20 | 21 | 22 |
| 25        | 26 | 27 | 28 | 29 |

| AUGUST 2022 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 1           | 2  | 3  | 4  | 5  |
| 8           | 9  | 10 | 11 | 12 |
| 15          | 16 | 17 | 18 | 19 |
| 22          | 23 | 24 | 25 | 26 |
| 29          | 30 | 31 |    |    |

| SEPTEMBER 2022 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

- 1 First Day - 10 month Support & Police
- 2 First Day - Cafe Managers and Bus Drivers
- 5 First Day - Food Service Workers
- 10 First Day for students

- 5 Labor Day - Schools and District Offices closed

| OCTOBER 2022 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 3            | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 |
| 24           | 25 | 26 | 27 | 28 |
| 31           |    |    |    |    |

| NOVEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 |    |    |

| DECEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| 12            | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | 22 | 23 |
| 26            | 27 | 28 | 29 | 30 |

- 17 Non-Student Day - All staff except bus drivers, on duty
- 17 Holiday for bus drivers

- 21-22 Holiday for all 9 month and 10 month staff
- 23-25 Thanksgiving Holidays - Schools and District Offices closed

- 23 Holiday for all 9 month and 10 month staff
- 24-31 Winter Holidays - Schools and District Offices closed

| JANUARY 2023 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 2            | 3  | 4  | 5  | 6  |
| 9            | 10 | 11 | 12 | 13 |
| 16           | 17 | 18 | 19 | 20 |
| 23           | 24 | 25 | 26 | 27 |
| 30           | 31 |    |    |    |

| FEBRUARY 2023 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |

| MARCH 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 | 31 |

- 1-8 Winter Holidays - Schools and District Offices closed
- 16 Holiday for all 9 month and 10 month staff

- 20 Non-Student Day - All staff, except bus drivers, on duty
- 20 Holiday for bus drivers

- 13 Holiday for all 9 month and 10 month staff
- 14-17 Spring Holidays - Schools and District Offices closed
- 20 Non-Student Day - All staff, except bus drivers, on duty
- 20 Holiday for bus drivers

| APRIL 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |

| MAY 2023 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 1        | 2  | 3  | 4  | 5  |
| 8        | 9  | 10 | 11 | 12 |
| 15       | 16 | 17 | 18 | 19 |
| 22       | 23 | 24 | 25 | 26 |
| 29       | 30 | 31 |    |    |

| JUNE 2023 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    | 1  | 2  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | 29 | 30 |

- 7 Holiday for all 9 month and 10 month staff

- 25 Last Day for Bus Drivers, 10 Month PCS Police, 10 Month Support Personnel and Students
- 26 Last Day for Food Service Workers and Cafe Managers

| CALENDAR KEY |              |  |
|--------------|--------------|--|
|              | Paid Holiday |  |
|              |              |  |
|              |              |  |
|              |              |  |

**Hurricane Make Up Day**  
 If 4 days needed, those days will be: 10/17, 11/21, 11/22, 12/23  
 If after October 17, then the one make up day will be December 23.



**School Board Approved List Of Special Observance Days**

**2022 - 2023 School Year**

July 2022

Eid-al-Adha Sunday, July 10, 2022 (Observance begins at sunset on Saturday, July 9, 2022)

September 2022

Rosh Hashanah Monday & Tuesday, September 26-27, 2022 (Observance begins at sunset on Sunday, September 25, 2022)

October 2022

Yom Kippur Wednesday, October 5, 2022 (Observance begins at sunset on Tuesday, October 4, 2022)

Sukkot Monday & Tuesday, October 10 - 11, 2022 (Observance begins at sunset on Sunday, October 9, 2022)

Shemini Atzeret/Simchat Torah Monday & Tuesday, October 17 - 18, 2022 (Observance begins at sunset on Sunday, October 16, 2022)

April 2023

Passover (First 2 days) Thursday & Friday, April 6 - 7, 2023 (Observance begins at sunset on Wednesday, April 5, 2023)

Good Friday Friday, April 7, 2023

Seventh & Eighth Day of Passover Wednesday & Thursday, April 12 - 13, 2023

Eastern Orthodox Holy Friday Friday, April 14, 2023

Eid-al-Fitr Saturday, April 22, 2023 (Observance begins at sunset on Friday, April 21, 2023)

May 2023

Shavuot Friday & Saturday, May 26 - 27, 2023 (Observance begins at sunset on Thursday, May 25, 2023)

June 2023

Eid-al-Adha Thursday, June 29, 2023 (Observance begins at sunset on Wednesday, June 28, 2023)

**If there is a day that is not listed on the Board approved observance days which impacts a significant number of students in any specific school; the principal has the discretion not to schedule any testing or major course review in accordance with the needs of his/her building.**



To assure uniformity of dates for distribution of report cards for the school year 2022-2023, please distribute according to the

schedule below. Alternative education students and exceptional education students will follow the schedule below for their grade levels.

**ELEMENTARY (Grades K-5) STUDENTS**

| Mid Period Report (for students needing a mid-term report-see note below) | End of Report Period          | # of Days | Final Grades and Comment Codes Due in Portal | Report Cards Distribution     |
|---|-------------------------------|-----------|--|-------------------------------|
| Monday<br>September 12, 2022  | Friday<br>October 14, 2022    | 47        | Friday - 4:00 p.m.<br>October 21, 2022       | Thursday<br>October 27, 2022  |
| Tuesday<br>November 15, 2022  | Thursday<br>December 22, 2022 | 43        | Friday - 4:00 p.m.<br>January 13, 2023       | Thursday<br>January 19, 2023  |
| <b>Notify Parents of Potential Retention by Friday, February 3, 2022</b>  |                               |           |  |                               |
| Tuesday<br>February 7, 2023   | Friday<br>March 10, 2023      | 43        | Friday - 4:00 p.m. March<br>24, 2023         | Thursday<br>January 19, 2023* |
| Friday<br>April 21, 2023  | Thursday<br>May 25, 2023      | 47        | Friday- 4:00 p.m. May<br>19, 2023            | Thursday<br>May 25, 2023      |

\* Delay is due to Spring Break

Note: Mid-Term Progress Reports in elementary schools are distributed to students who have a current grade of N, U, D, or F at mid-term, and to students who had an N, U, D, or F on the previous report card. Some schools choose to send Mid-Term Progress Reports to all students. Mid-term grades are not entered into Focus.

**SECONDARY (GRADES 6-12) STUDENTS**

| Mid Period Report (for students needing a mid-term report-see note below) | End of Report Period          | # of Days | Final Grades and Comment Codes Due in Portal | Report Cards Distribution    |
|---|-------------------------------|-----------|--|------------------------------|
| Monday<br>September 12, 2022  | Friday<br>October 14, 2022    | 47        | Friday - 4:00 p.m.<br>October 21, 2022       | Thursday<br>October 27, 2022 |
| Tuesday<br>November 15, 2022  | Thursday<br>December 22, 2022 | 43        | Friday - 4:00 p.m.<br>January 13, 2023       | Thursday<br>January 19, 2023 |
| Tuesday<br>February 7, 2023   | Friday<br>March 10, 2023      | 43        | Friday - 4:00 p.m.<br>March 24, 2023         | Thursday<br>March 30, 2023*  |
| Friday<br>April 21, 2023  | Thursday<br>May 25, 2023      | 47        | Friday- 4:00 p.m.<br>May 26, 2023            | Tuesday<br>May 30, 2023      |

\* Delay is due to Spring Break

Note: Mid-Term Progress reports are distributed to high school and middle school students who have a current grade of D or F. Some schools choose to send Mid-Term Progress Reports to all students. Midterm grades are not entered into Focus.

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2022-2023**

INSTRUCTIONAL/ADMINISTRATIVE/PROFESSIONAL/TECHNICAL/SUPERVISORY

| RUN NUMBER                      | PAY PERIOD |       | PAY DATE | ← PAY TYPES & MONTHS TO WORK → |                        |                  |                          |                  |                      | APPROVAL DUE IN SYSTEM |
|---------------------------------|------------|-------|----------|--------------------------------|------------------------|------------------|--------------------------|------------------|----------------------|------------------------|
|                                 | FROM       | TO    |          | (27,37,47)<br>12               | (26,38,P6)<br>11.5 (A) | (35,36,45)<br>11 | (24,28,33,34.44)<br>10.5 | (23,29,P3)<br>10 | (SP)<br>on-site subs |                        |
| <b>Fiscal Year Start Date -</b> |            |       |          | <b>07/01/22</b>                | <b>07/01/22</b>        | <b>07/18/22</b>  | <b>07/25/22</b>          | <b>08/01/22</b>  | <b>08/10/22</b>      |                        |
| 020                             | 07/01      | 07/08 | 07/15/22 | 5 *                            | 5 *                    |                  |                          |                  |                      | 07/11                  |
| 040                             | 07/09      | 07/22 | 07/29    | 10                             | 7 (A)                  | 5 *              |                          |                  |                      | 07/25                  |
| 060                             | 07/23      | 08/05 | 08/12    | 10                             | 5 (A)                  | 10               | 10 *                     | 5 *              |                      | 08/08                  |
| 080                             | 08/06      | 08/19 | 08/26 ** | 10                             | 10                     | 10               | 10                       | 10               | 8                    | 08/22                  |
| 100                             | 08/20      | 09/02 | 09/09    | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 09/06 (B)              |
| 120                             | 09/03      | 09/16 | 09/23    | 10                             | 10                     | 10               | 10                       | 10               | 9                    | 09/19                  |
| 140                             | 09/17      | 09/30 | 10/07    | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 10/03                  |
| 160                             | 10/01      | 10/14 | 10/21    | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 10/17                  |
| 180                             | 10/15      | 10/28 | 11/04    | 10                             | 10                     | 10               | 10                       | 10               | 9                    | 10/31                  |
| 200                             | 10/29      | 11/11 | 11/18    | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 11/14                  |
| 220                             | 11/12      | 11/25 | 12/02    | 8                              | 6                      | 6                | 6                        | 6                | 5                    | 11/28                  |
| 240                             | 11/26      | 12/09 | 12/16    | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 12/12                  |
| 260                             | 12/10      | 12/23 | 12/30    | 10                             | 10                     | 10               | 10                       | 10               | 9                    | 12/22 (B)              |
| 280                             | 12/24      | 01/06 | 01/13/23 | 2                              | 2                      | 2                | 2                        | 2                | 0                    | 01/09                  |
| 300                             | 01/07      | 01/20 | 01/27    | 10                             | 9                      | 9                | 9                        | 9                | 9                    | 01/23                  |
| 320                             | 01/21      | 02/03 | 02/10    | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 02/06                  |
| 340                             | 02/04      | 02/17 | 02/24    | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 02/20                  |
| 360                             | 02/18      | 03/03 | 03/10    | 10                             | 10                     | 10               | 10                       | 10               | 9                    | 03/06                  |
| 380                             | 03/04      | 03/17 | 03/24    | 7                              | 6                      | 6                | 6                        | 7                | 5                    | 03/20                  |
| 400                             | 03/18      | 03/31 | 04/07    | 10                             | 10                     | 10               | 10                       | 10               | 9                    | 04/03                  |
| 420                             | 04/01      | 04/14 | 04/21    | 10                             | 10                     | 10               | 9                        | 9                | 9                    | 04/17                  |
| 440                             | 04/15      | 04/28 | 05/05    | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 05/01                  |
| 460                             | 04/29      | 05/12 | 05/19 ** | 10                             | 10                     | 10               | 10                       | 10               | 10                   | 05/15                  |
| 480                             | 05/13      | 05/26 | 06/02    | 10                             | 10                     | 10               | 10                       | 10 (C)           | 9                    | 05/30 (B)              |
| 500                             | 05/27      | 06/09 | 06/16    | 10                             | 10                     | 10 (C)           | 4 (C)                    |                  |                      | 06/12                  |
| 520                             | 06/10      | 06/23 | 06/30    | 10                             | 10                     |                  |                          |                  |                      | 06/26                  |
| 540                             | 06/24      | 06/30 | 07/14/23 | 5                              | 5                      |                  |                          |                  |                      | 06/29 (B)              |
|                                 |            |       |          | 247                            | 235                    | 218              | 206                      | 198              | 180                  |                        |
| <b>Fiscal Year End Date -</b>   |            |       |          | <b>06/30/23</b>                | <b>06/30/23</b>        | <b>06/09/23</b>  | <b>06/01/23</b>          | <b>05/26/23</b>  | <b>05/25/23</b>      |                        |

PAID

| HOLIDAYS             | EQUALIZED DAYS      |             |             |             |             |             |
|----------------------|---------------------|-------------|-------------|-------------|-------------|-------------|
| SEPT 5               | JUL 4               | 1           | 1           |             |             |             |
| NOV 24               | NOV 21, 22          | 2           | 2           | 2           | 2           |             |
| DEC 26               | NOV 23, 25          | 2           | 2           | 2           | 2           |             |
| JAN 2                | DEC 27 - JAN 6      | 8           | 8           | 8           | 8           |             |
| MAR 16 (D)           | JAN 16              | 1           | 1           | 1           | 1           |             |
| MAR 17               | MAR 13 - MAR 17     | 3           | 4           | 4           | 4           | 3           |
| MAY 29 (D)           | APR 7               |             |             | 1           | 1           |             |
|                      | Flexible Scheduling |             | 8           |             |             |             |
|                      |                     | 14          | 26          | 17          | 18          | 17          |
| <b>Checks Paid -</b> |                     | <b>26.1</b> | <b>26.1</b> | <b>23.5</b> | <b>22.4</b> | <b>21.5</b> |

- \* 12- and 11.5-month employees will receive 60% times their biweekly pay (5 days plus July 4). 11-month employees will receive 50% times their biweekly pay. 10.5-month administrators will receive 100% times their biweekly pay. 10-month teachers will receive 50% times their biweekly pay.
- \*\* Health insurance deductions begin on 08/26/22 and end on 05/19/23.
- (A) 11.5-month employees will receive a normal biweekly check on 07/29/22 and 08/12/22.
- (B) Online approvals due in by 12:00 noon. Approvals due in by 5:00 p.m. on all other dates.
- (C) The five 12-month option summer pay dates for 10-month teachers are 6/16/23, 6/30/23, 7/14/23, 7/28/23 and 8/11/23  
The four 12-month option summer pay dates for 10.5-month administrators are 6/16/23, 6/30/23, 7/14/23 and 7/28/23  
The two 12-month option summer pay dates for 11-month administrators are 6/30/23 and 7/14/23
- (D) March 16, 2023 is a paid holiday for 10-month employees only. May 29, 2023 is a paid holiday for 10.5-, 11-, 11.5- and 12-month employees only. All employees have six paid holidays.

# Marzano Focused Teacher Evaluation Model

## STANDARDS-BASED PLANNING

- Planning Standards-Based Lessons/Units
- Aligning Resources to Standard(s)
- Planning to Close the Achievement Gap Using Data

## CONDITIONS FOR LEARNING

- Using Formative Assessment to Track Progress
- Providing Feedback and Celebrating Progress
- Organizing Students to Interact with Content
- Establishing and Acknowledging Adherence to Rules and Procedures
- Using Engagement Strategies
- Establishing and Maintaining Effective Relationships in a Student-Centered Classroom
- Communicating High Expectations for Each Student to Close the Achievement Gap

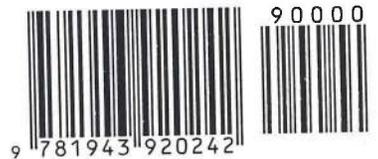
## STANDARDS-BASED INSTRUCTION

- Identifying Critical Content from the Standards
- Previewing New Content
- Helping Students Process New Content
- Using Questions to Help Students Elaborate on Content
- Reviewing Content
- Helping Students Practice Skills, Strategies, and Processes
- Helping Students Examine Similarities and Differences
- Helping Students Examine Their Reasoning
- Helping Students Revise Knowledge
- Helping Students Engage in Cognitively Complex Tasks

## PROFESSIONAL RESPONSIBILITIES

- Adhering to School and District Policies and Procedures
- Maintaining Expertise in Content and Pedagogy
- Promoting Teacher Leadership and Collaboration

ISBN: 9781943920242



# Marzano Focused Teacher Evaluation Model: Desired Effects

|   | ELEMENT   | DESIRED EFFECT  |
|---|---|---|
| Standards-Based Planning  | Planning Standards-Based Lessons/Units  | Teacher provides evidence of implementing lesson/unit plans aligned to grade-level standard(s) using learning targets embedded in a performance scale.  |
|   | Aligning Resources to Standard(s)   | Teacher implements traditional and/or digital resources to support teaching standards-based units and lessons.  |
|   | Planning to Close the Achievement Gap Using Data  | Teacher provides data showing that each student (including English learners [EL], exceptional education, gifted and talented, low socioeconomic status, and ethnic students) makes progress toward closing the achievement gap. |
| Standards-Based Instruction   | Identifying Critical Content from the Standards   | Evidence (formative data) demonstrates students know what content is important and what is not important as it relates to the learning target(s).   |
|   | Previewing New Content  | Evidence (formative data) demonstrates students make a link from what they know to what is about to be learned.   |
|   | Helping Students Process New Content  | Evidence (formative data) demonstrates students can summarize and generate conclusions about the new content during interactions with other students.   |
|   | Using Questions to Help Students Elaborate on Content   | Evidence (formative data) demonstrates students accurately elaborate on content.  |
|   | Reviewing Content   | Evidence (formative data) demonstrates students know the previously taught critical content.  |
|   | Helping Students Practice Skills, Strategies, and Processes   | Evidence (formative data) demonstrates students develop automaticity with skills, strategies, or processes.   |
|   | Helping Students Examine Similarities and Differences   | Evidence (formative data) demonstrates student knowledge of critical content is deepened by examining similarities and differences.   |
|   | Helping Students Examine Their Reasoning  | Evidence (formative data) demonstrates students identify and articulate errors in logic or reasoning and/or provide clear support for a claim (assertion of truth or factual statement).  |
|   | Helping Students Revise Knowledge   | Evidence (formative data) demonstrates students make additions, deletions, clarifications, or revisions to previous knowledge that deepen their understanding.  |
| Helping Students Engage in Cognitively Complex Tasks                          | Evidence (formative data) demonstrates students prove or disprove the proposition, theory, or hypothesis.                                       |   |
| Conditions for Learning   | Using Formative Assessment to Track Progress  | Evidence (formative data) demonstrates students identify their current level of performance as it relates to standards-based learning targets embedded in the performance scale.  |
|   | Providing Feedback and Celebrating Progress   | Evidence (formative data) demonstrates students continue learning and making progress toward learning targets as a result of receiving feedback.  |
|   | Organizing Students to Interact with Content  | Evidence (formative data) demonstrates students process content (i.e., new, going deeper, cognitively complex) as a result of group organization.   |
|   | Establishing and Acknowledging Adherence to Rules and Procedures  | Evidence (formative data) demonstrates students know and follow classroom rules and procedures (to facilitate learning) as a result of teacher acknowledgment.  |
|   | Using Engagement Strategies   | Evidence (formative data) demonstrates students engage or re-engage as a result of teacher action.  |
|   | Establishing and Maintaining Effective Relationships in a Student-Centered Classroom  | Evidence (student action) shows students feel valued and part of the classroom community.   |
| Communicating High Expectations for Each Student to Close the Achievement Gap | Evidence (student surveys, interviews, work) shows the teacher expects each student to perform at his or her highest level of academic success. |   |
| Professional Responsibilities   | Adhering to School and District Policies and Procedures   | Teacher adheres to school and district rules and procedures.  |
|   | Maintaining Expertise in Content and Pedagogy   | Teacher provides evidence of developing expertise in content area and classroom instructional strategies.   |
|   | Promoting Teacher Leadership and Collaboration  | Teacher provides evidence of teacher leadership and promoting a schoolwide culture of professional learning.  |



## Evaluation and iObservation

Pinellas County uses iObservation, an electronic platform used for housing observations and evaluations. Because this is an ongoing practice, you will want to familiarize yourself with iObservation as it contains some important information, such as a resource library with lesson plan ideas, feedback from administrators and the observations and evaluations that you will receive. The resource library contains research-based materials that support the Marzano Focused Model. For more information on the evaluation process and to watch videos that explain the Instructional Evaluation Model, please click here: [Marzano Focused Model](#)

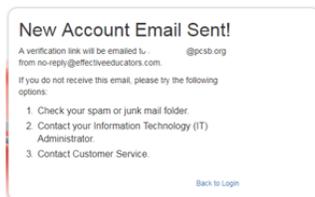
1. Go to: [effectiveeducators.com](http://effectiveeducators.com)
2. Click "Login with your most recent iObservation username and password"

### First Time Login

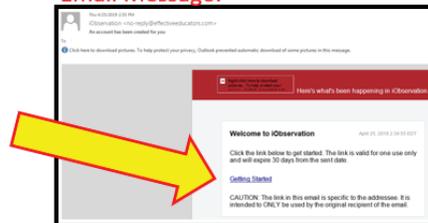
3. Select *First Time User*

4. Enter your full PCS email address and click submit

5. You will receive an email with a link for getting started. **DO NOT CLICK THE LINK MORE THAN ONCE** (as a security feature, this will disable your account)



### Email Message:



6. Type in your PCS Domain password & click save



## Evaluation and iObservation (continued)

7. Log-in with your full e-mail address & password

Login

\*Email Address:

\*Password: [Forgot Password?](#)

Remember my email address

Login [First Time User?](#)

8. Accept the End-User License Agreement

End-User License Agreement

**Background**

Learning Services International (LSI) has developed a proprietary, internet based, electronic data collection and management system known as iObservation that school districts can use to observe professionals in their practice, collect data and provide professional development (the "Platform"). The iObservation system helps districts and schools create alignment across classrooms by establishing a common language of professional practice using powerful real-time data, content, materials and forms, whether owned by LSI or licensed by LSI from third parties ("LSI Partners") that is used to support professional improvement (the "Content"). The Platform and Content are collectively referred to as the "System".

iObservation and your Organization have entered into an Agreement to provide you with access to the System in order to implement your Organization's goals in accordance with its established policies and procedures.

**Agreement**

1. **LICENSE TO ACCESS SYSTEM** LSI agrees to provide you, the "End-User" with a limited, non-exclusive, non-transferable, non-assignable, object code license to use the System, as further specified herein. Such access shall be governed by the terms of

Cancel **Accept**

9. **Don't panic!** Follow these steps

1. Exit your browser
2. Open a new browser
3. Go to [pcsb.effectiveeducators.com](https://pcsb.effectiveeducators.com)

Oops! Unable to Setup SSO Session

Something went wrong while we were trying to setup your session for SSO (Single Sign-On). Please try again in a bit.

Error Message: Authentication failure, session missing during completion of profile handler

**If the problem continues:**

- Please contact Customer Service to report the problem.



## Curriculum Resources

You can find many of the district's resources/curriculum on Clever. In order to access Clever, you will need to input your credentials and sign in. Once you have signed in, you will see a list of applications that you will use as an instructor. You will see a wide range of resources, but here are some of the more popular ones:

Click here to access the district webpage: <https://www.pcsb.org/>

- Canvas
- Resource Center (where you will be able to locate and access modules for your courses and you can upload to Canvas)
- Nearpod
- Safari Montage
- Focus
- Teams
- PLN

Log in on the PCSB.org page



Once you have clicked Clever, you will see this screen.

### Favorite resources



Canvas Log In

### Top Applications



Canvas Log In



Resource Center



Log in Troubleshooting



Email Help



High School Enrichment Activities

Here's an example of what you may see

# PCS DIGITAL LEARNING

Pinellas County Schools is rich with digital resources for teachers. Please familiarize yourself with what is available through our PCS digital ecosystem. You will not be able to download additional applications onto your district device and it is critical that you never share student data such as class lists with outside vendors.

## START

PCS Connects is our district's 1:1 laptop initiative for students in grades 1-12. Students should be taught to care for their devices, ensure that they are charged overnight and ready for classroom use the next day. Teachers will have access to a DELL 2-in-1 Laptop, an interactive projector or Smart Board, and a document camera for class instruction.

## MENU

You will find your district digital resources at [Clever.com/in/pcsb](https://clever.com/in/pcsb). In Clever, you will have direct access to tools such as Outboard, Focus, Professional Learning Network (PLN), iObservation (PCS Teacher Evaluation platform), and O365 apps including Outlook, PPT, Excel, SharePoint, and TEAMS. Canvas is our Learning Management System (LMS) and can be used as your digital classroom. Visit the Canvas Resource Center for grade/content specific curriculum resources.

## ENGAGE

PCS has amazing resources to deliver content to students including Canvas, Nearpod, and Smart/Lumio. We also offer a wealth of student creation tools and supplemental curriculum such as: Adobe Creative Express, Book Creator, BrainPop, Destiny, Flip (Flipgrid), Gale, News Bank, Read Works, Sora, and World Book Online.

## PROGRESS

Teachers have access to several student assessment tools:

- Performance Matters
- Microsoft Forms
- Quizizz (NEW)
- Typing.com
- Nearpod Quiz or Time to Climb
- Lumio Response

## SUPPORT

- School Based (LMTS): Library Media/Tech Specialist
- District Level (ITC): Instructional Tech Coach
- For technical issues submit a Tech Help Ticket (located on your desktop)
- Digital Learning's blog @ <http://techttoolbox.pcsb.org> has a list of approved resources and up-to-date information



## *Professional Learning Network*

**Professional Learning Network (PLN):** The district uses PLN to keep track of all component points and training sessions you attend. If you find a session in which you are interested, you can sign up for the course in PLN and you will be added to the roster. Once you complete the course, the facilitator will send you a survey. Upon completion of the survey, the points will be automatically added to your transcript for recertification and professional growth purposes. In addition, you can also take self-paced online courses through PLN.

Or in address bar: [pinellas.truenorthlogic.com](http://pinellas.truenorthlogic.com)

1. Log onto the PCS homepage.... click on Login or User Options... Then choose PCS Portal (Staff Only). You might have to sign in a second time after you choose PCS Portal.



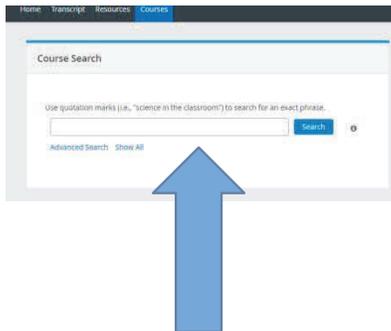
2. Click on Professional Learning Network
3. This is your Home Page



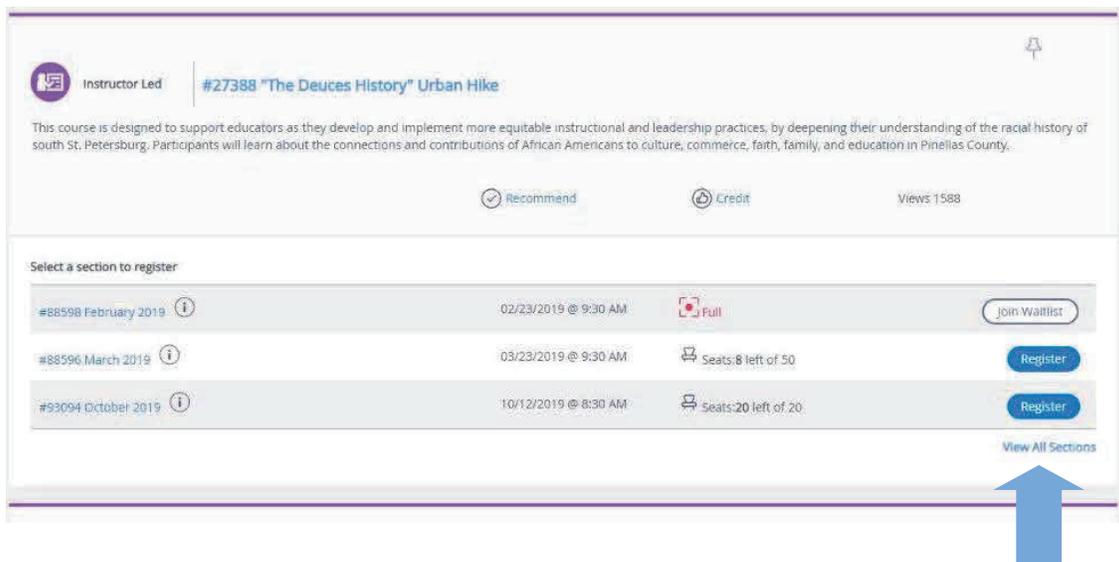
4. To register for a class click on Courses



5. On your Courses Page you will find a “Course Search” Box. Enter a Course Number, Section Number or Title of the course you are looking for and click Search.



6. This is where you can “View All Sections” and register for a class. If the class is full and they have a Waitlist, you can also join the waitlist at this location.



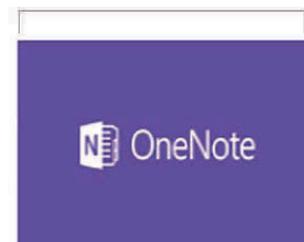
7. Once you register for a class be sure to hit “Next” to complete your registration. You will get an email when you have registered for the class.

## TEACHERS ROCKING TECHNOLOGY

Pinellas teachers can now access our one-stop shop for quick tutorials and resources to help in:

- ◆ Accessing Canvas and the Resource Center
- ◆ Accessing and exploring Nearpod
- ◆ Using Microsoft Learning Tools (Dictation, Immersive Reader, Math Tool, Word Prediction)
- ◆ Exploring math and reading virtual manipulatives
- ◆ Exploring resources on how to virtually support mental health for your students

To find out more visit: <https://www.livebinders.com/b/2717661>



**FDLRS Gulfcoast Associate Center**

2929 County Road 193 Clearwater, FL 33759  
(727) 793-2723 ~ [www.fdlrsgulfcoast.org](http://www.fdlrsgulfcoast.org)





Performance Matters is a comprehensive assessment and data management system. It is the primary platform for administration of district-created assessments in K-12. Performance Matters also allows educators to access and analyze a wide variety of student data in order to make instructional decisions.

**Frequently Asked Questions:**

**1. Which population of educators would benefit from learning how to use Performance Matters?**

Anyone who administers district assessments and/or utilizes data to make educational decisions in grades K-12.

**2. How do I gain access to Performance Matters?**

Account creation is automatic for teachers with an active Focus schedule. Their accounts allow teachers to administer assessments and view data for all students scheduled with them in Focus. An administrator or supervisor must submit a tech ticket to request an account for staff without an active Focus schedule (e.g. Coaches, Guidance Counselors) and/or teachers that require school-wide access.

**3. How do I log into Performance Matters?**

Users may login to Performance Matters by clicking the Performance Matters logo in Clever. Alternatively, access Performance Matters through PCS Portal. As Performance Matters is single-sign on, use PCS credentials (domain name and password) to log in.

**4. What type of data can I find in Performance Matters?**

Performance Matters contains a wide-variety of data. These data include current and historical assessment results (district, state, and standardized), early-warning indicators, historical course grades, and student demographics.

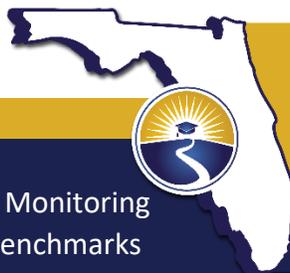
**5. What types of assessments are administered through Performance Matters?** District-created assessments such as cycle assessments, benchmark assessments, unit assessments, and common exams.

**6. Can teachers use Performance Matters for their own classroom assessments?**

Yes, teachers may create and administer online or paper-based classroom assessments. Performance Matters allows teachers to efficiently collect and analyze their classroom data in real-time. Classroom assessment data can be transferred easily to the teacher's gradebook in FOCUS.

**7. Where can I learn more about Performance Matters?**

- a. Visit our Performance Matters Help Site on Canvas:  
<https://pcsb.instructure.com/courses/68919>
- b. Enroll on PLN for any of the self-paced training courses
  - i. Performance Matters 101 (Course # [26224](#))
  - ii. Introduction to Creating Classroom Assessments (Course # [29889](#))
- c. Email Lauren Hansell for additional assistance ([hansell@pcsb.org](mailto:hansell@pcsb.org))



# FAST

FLORIDA ASSESSMENT OF STUDENT THINKING

FAST refers to the new Coordinated Screening Progress Monitoring (CSPM) System assessments, which are aligned to the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.

FAST assessments include VPK through grade 10 English Language Arts and VPK through grade 8 Mathematics.

Dates for the three windows during the 2022–2023 school year:

- PM1: August 15–September 30, 2022 (K–2: August 8)
- PM2: December 5, 2022–January 27, 2023
- PM3: May 1–June 2, 2023

## VPK–2 Administration

- The FAST VPK assessments will be aligned to the Florida Early Learning and Developmental Standards. The Kindergarten and grades 1 and 2 assessments will be aligned to the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.
- FAST VPK–2 assessments are Renaissance’s Star Early Literacy, Star Reading, and Star Mathematics.
- Each test will be administered in one session. It is recommended that each student take only one subject test in a day.
- Tests will be computer-adaptive, administered through a web browser (headphones required, but only for VPK–2).

## Grades 3–10 Administration

- Each subject-area test will be administered in one session. It is recommended that each student take only one subject test in a day.
- PM1 and PM2 will be used for informational purposes only and will not be used in accountability.
- PM3 will be a summative assessment used for accountability purposes (2023 is a baseline year).
- Tests will be computer-adaptive through Cambium’s Test Delivery System (TDS) secure browser.

## Remote Testing

- Available for FAST assessments during PM1 and PM2 only.
- Available for students enrolled full-time in a virtual school program or for those students who are hospital/homebound.
- Not available for PM3, grades 5 & 8 Science, EOCs, or retake administrations.

## Sample Test Materials (STMs)

- The Department will provide Sample Test Materials (STMs) for the FAST assessments.
- STMs will be online only and will be aligned to the B.E.S.T. Standards.
- Online practice sessions for FAST assessments will not be required for students.
- The calculator for Grades 7–8 Mathematics is available [here](#). The Grade 6 Mathematics calculator is available [here](#).
- STMs may not have a sample of every item type for the 2022–2023 school year, but the Department will continue to add item types as they are available.



## Elementary Data System (EDS)

Elementary Data System (EDS) is a FileMaker solution used by elementary teachers and elementary Administration. This database pulls student data from various sources into one location.

**Software:** To access EDS the teacher must have the latest version of FileMaker Pro and the EDS shortcut installed on their computer. On Windows computers, FMP can be downloaded and installed from the Software Center. On Mac computers, a tech ticket will need to be submitted to the school's tech coordinator. The EDS shortcut (a link to the EDS database) can be downloaded from the <https://eds.pcsb.org/updates/dbs.html> website.

**Access:** All elementary teachers are automatically set up with teacher access to EDS based on their job code and having one or more classes on the school's master schedule in Focus.

**Updates:** It takes approximately 48 hours for the changes in Focus and Performance Matters to sync with EDS.

Below are examples of reports and information found in EDS:

**PMP Status:** The PMP status is based on criteria for reading, math and science set by the Teaching and Learning department. Student scores are imported into EDS from Focus, Performance Matters, MAP, Istation and i-Ready. These scores are used to calculate the PMP status for each grade level.

**Student PMP forms:** The PMP is a tool used for documenting strategies designed to enhance the student's education and is also a communication tool for parent conferences. Teachers are responsible for creating and maintaining PMP forms for struggling students.

**Class Lists:** Teachers' class lists are pulled into EDS from Focus. Teachers can use the Class List screens to see their student's demographic information, test scores, and PMP status for each testing cycle.

**Grade 3:** EDS provides a pre-populated Portfolio Form, Parent Letters, and Promotion/Retention Documentation forms for all 3rd grade students. These forms are populated with student portfolio assessment data and will calculate the student's End of Year Status.

**Grade 5 Portfolio:** This documentation sheet is only needed for selected 5<sup>th</sup> grade students who are struggling in Reading. Once a student receives one check, the form can be printed and put into the student's cumulative folder.

**Placement Cards:** Placement Cards are an optional tool used to facilitate the creation of class lists for the next school year. Teachers can enter information to assist with student placement.

**Summer Bridge Profile:** The Summer Bridge Profile is a tool used to facilitate creation of class lists for the summer term. It also provides summer teachers with information on each student.



## School Site Information and Mentoring

Building relationships at your school site is crucial to your success and support throughout your first year. It is important to seek out the following people so that you have points of contact when necessary. Use this as a checklist to make sure you connect with the following staff members as they will play an important role as you transition into your school.

Please introduce yourself as soon as possible once you arrive at your site:

- Your principal (reach out prior to arrival)
- Your assistant principal/s (reach out prior to arrival)
- Principal's Secretary (reach out prior to arrival)
- Office Clerks
- Guidance Counselors
- Library/Media Specialist
- Tech Specialist
- Head Plant Operator
- Bookkeeper/s
- Department Chair or Team Leader
- SRO (police officer or guardian)
- Mentor
- Behavior/Academic Coaches
- ProEd Facilitator (takes care of training and awarding of points)
- DMT (Data Management Technician)

**Mentoring:** Early Career Teachers will be assigned a mentor who will help guide you during your first year. If your mentor does not reach out to you first, please reach out to your principal, assistant principal or the lead mentor. If two weeks has passed and you still have not connected with your mentor, please reach out to Kathy Beauregard at 588-6224 extension 1940. The mentor's role is to provide support and guidance. If, for any reason, your mentor is not connecting with you, please reach out to Kathy Beauregard at ([beauregardk@pcsb.org](mailto:beauregardk@pcsb.org)) so she can help facilitate the mentor/mentee relationship. Please advocate for yourself as our district wants you to be supported.

**Technology Assistance:** The technology department will be very helpful when you receive your computer. If you need assistance, please make sure your mentor reviews how to place a Help Ticket if you need help with something or your computer fails to function properly. Once the Help Ticket is processed, you will receive the assistance needed (Tech Help: 588-6060). In addition, Tech Help will assist you in adding and setting up your PCSB credentials and email.

**Library/Media Specialist:** The LMT can assist you in setting up technology (tools to use for instruction) as well as teach your classes about utilizing the library or special programs and applications that are relevant to your students.

**Secretary/Bookkeeper:** The bookkeeper is in charge of all purchasing and monetary issues. Please make sure, you visit and speak with the bookkeeper before handling or dealing with anything that involves money.



## Expectations to Consider

### Beginning class

- student arrival
- taking attendance
- late arrivals
- absent students/make-up work
- collecting notes/forms returned from home
- sharpening pencils
- assigning class jobs
- collecting homework
- returning student work
- using cubbies/storing personal items
- getting students' attention
- listening to announcements

### During class

- lining up
- a worst-case behavior management plan
- students dismissed early
- passing out/putting away supplies
- using the classroom library/ checking out books
- using classroom computers
- heading on papers
- using the restroom/water fountain
- going to lockers
- turning in class work
- how students ask for help
- sending students to the office
- addressing conflicts between students
- class discussions - raising hands
- organizing desk / personal materials

### End of class

- student dismissal
- students cleaning up the room

### Out of class

- students walking in line
- sending students to the clinic
- using hall passes

### Special situations

- fire drills
- field trips
- assemblies
- fine arts
- lockdown drills



## Acclimating to School Site

### Organizing Your Classroom

Take time to organize and structure your classroom for success. The set-up of your classroom reflects what you value and the message you want to send to students. Visit other classrooms to get ideas. Also check with your mentor/ administrator for classroom expectations.

#### To Start:

- Bring non-scented cleaning supplies to clean tables, chairs, etc.
- Ask your Head Plant Operator (HPO) about room set-up school policies (especially fire codes).
- Before discarding any instructional materials or furniture, check with your grade chair or an administrator.
- Alert custodial staff if there is something that needs to be repaired.
- Complete and submit a maintenance request form for repairs. These forms are generally in the front office.
- Check with an administrator for additional furniture needs.
- Identify your duty post, time and requirements.
- Floating Teachers: See if a media cart is available. Seek out the teachers whose classrooms you will be sharing to find out what their technology set-up is and what room space is available to you.

#### Classroom Seating:

- Carefully think about and plan your student seating arrangements carefully based on the number of students and learning center areas.
- Arrange students' tables and/ or desks to maximize visibility and flow of movement.
- Consider taping numbers/names on desks, tables, or chairs to label them for easy access.
- Check every seat to make sure it is stable and has an unobstructed view.
- Place your teacher desk away from traffic with unobstructed visibility of the room.

#### Overall Classroom Set-Up:

- Ensure classroom looks neat and organized with everything serving a purpose for students.
- Set up a reading center/library, technology station for computer work, a cool-down corner, or other areas appropriate for your content/grade level. (Visit other classrooms for ideas and check with team leader for specifics.)



### **Walls:**

- Practice writing on and cleaning your boards.
- Designate/set-up a board to post your learning objectives and progression scales, daily agenda, and homework.
- Ask your HPO or colleagues what types of adhesives work and are permitted.
- Ask your Library Media/ Tech specialist if a laminating machine is accessible – if so, inquire about the policy.
- Use butcher paper (at times, available at the school) to cover your bulletin boards.
- Use your walls to post student work and/or upcoming important dates.
- Decide additional areas you plan to display student work and prepare those spaces.
- Create a welcome sign for outside your classroom including your name and subject/grade.
- Ensure any required information (such as fire evacuation routes) is posted.

### **Create Your Classroom Management Plan**

Talk with colleagues and/or your mentor to ensure that your expectations and procedures align with your campus and grade-level policies.

- Read your faculty and student handbook to become familiar with the school's expectations and policies.
- Check with your mentor or grade chair about grade-level or school-wide rules that should be posted.
- Develop your expectations and procedures for transitions, materials handling, etc..
- Post your classroom rules, consequences and rewards prominently.
- Create an age-appropriate handout outlining your rules, procedures, and consequences.
- Plan how you will teach your rules and procedures and reinforce them throughout the year.
- Plan how you will use rewards (stamps, stickers, tokens, homework passes) the first day.
- Expect a few students to be challenging. Plan your response in advance. Ask your mentor for help.

### **Study Your Content**

Collaborate with colleagues to become familiar with curriculum expectations for the first grading period.

- Find out about your school's lesson plan requirements.
- Meet with colleagues to plan instruction for the first several weeks of school (if possible).
- Read the first several chapters of your teacher's edition or student literature and become familiar with supplementary resources.
- Create a simple syllabus or unit description (for older students).
- Become familiar with educator online resources.



### **The day before:**

- Ask questions about anything that is unclear about Opening Day Procedures.
- Make sure you understand how to complete the attendance roster for the first few days of school.
- Read all handouts that will be distributed to students and identify where to submit them.
- Decide how you will assign seating for the first few days. Draw up a blank classroom diagram and make copies to use as a temporary seating chart.
- Make name tents or cards for students or plan for students to make them the first day if appropriate.
- Review your class rosters (you can print rosters from FOCUS or you may be given hard copies).
- Make sure there are enough seats for the projected number of students (plus a few extra).
- Finish preparing your simple, flexible lesson plan for the first day. Plan extra getting-to-know-your activities. Prepare activities for students who finish early.
- Make more than enough copies of each handout you plan to use.
- Collate and organize handouts.
- Post your school's whiteboard requirements (Do Now, Objective, Daily Agenda, etc.).
- Post the schedule(s), your name, subject(s), and room number.
- Make sure your watch is synched with the bell.

### **At home:**

- Dress for respect and comfort. Plan an outfit that will be cool, comfortable, and professional during your busy first day.
- Prepare for your nutritional needs. You may not have time to stop for lunch.
- Get some rest! Tomorrow will be a busy day.

### **When Students Arrive**

#### **Beginning of class:**

- Welcome students at the threshold to your classroom. Warmly introduce yourself and ask their names.
- Check students' names off on your class roster (easier to carry on a clipboard).
- Direct students to their assigned seats.
- Write new students' names at the bottom of your roster.
- Have students begin a quiet Do Now. Make needed materials available.
- Address individual questions privately after the whole class has begun working on the Do Now.



### **During class:**

- Welcome students to your class, give them a very brief overview of the class, and introduce yourself briefly.
- Call students' attention to the objectives, Do Now, daily agenda, and homework sections of the board (or adapt for very young students).
- Use students' names as often as possible.
- Report attendance following your school's instructions.
- Have students fill out student information sheets (for older students). Explain expectations or forms that are to be filled out by a parent or guardian.
- Tell students what supplies they will need for class.
- Explain the evacuation route and behavioral expectations for emergency drills.

### **Introducing behavioral expectations:**

- Point out your posted rules, consequences and rewards.
- Distribute your Rules and Procedures handout as well as syllabus, where applicable.
- Discuss your rules and procedures and have students practice.
- Teach your quiet signal. Practice listening behaviors.
- Acknowledge students who follow directions the first day. Thank students by name.
- While students are working, circulate throughout the room, scanning constantly.
- Quietly acknowledge effort and completion of tasks.
- Use your reward system if applicable.

### **After class:**

- Update rosters as needed.
- Follow through on disruptive behavior. Discuss with grade-level colleagues. Call home if needed.
- Review students' work. Write warm, specific feedback and return it the next day. (Consider student work in the first few days as formative assessment.)
- Prepare make-up packets and make them available for new students.

### **Over The Next Few Days**

#### **During class:**

- Continue to greet students at the door.
- Have a Do Now activity posted and reinforce your expectation that all students begin it promptly.
- Use your timer.
- Circulate throughout the classroom and acknowledge students who are completing the assignment.
- Take attendance without disrupting student work, according to school procedures and timelines.



- Collect and organize cards and forms that went home and keep track of students who still have not returned signed forms. Follow through.
- Continue to teach, practice, and reinforce your procedures and routines. Refer to the handout.
- Recognize students who have kept the handout and who can answer questions about procedures.
- Recognize students who are doing what is asked.
- Continue to learn about each student. (Interest Inventory, Survey, Questionnaire)
- Look at your seating chart often, and call students by name.
- Create activities to assess individual students' prior knowledge.
- Conduct activities to help students get to know one another and build a classroom community

**Other tasks:**

- Make sure you read students' questionnaires and personal writing and review them often.
- Prepare make-up packets and make them available for new students.
- Ask questions.
- Continue to update seating chart(s).
- Set up assignments in your grading program and/ or grade book.
- Set a goal of making positive contact with every student's parent or guardian in the first few weeks (by phone, e-mail, personal note, or in-person). If you reach the adult, introduce yourself warmly; tell them you look forward to teaching their child. Expect to reach some parents who speak a language other than English.
- Make a note of all contacts in a parent contact log.
- Inform your DMT with incorrect or missing phone numbers.
- Be visible and actively monitor during duty periods or during student transitions.
- Prepare an emergency substitute folder and tell a colleague where it is located.



## *Signing In and Out of Outboard*

1. You can access Outboard at: <https://io.pcsb.org/menu/>
2. You can also access Outboard through the PCSB Portal

Choose Location

Choose Department

3. Click the box next to your name to sign in. You can also make comments in the comment box.

| Will return by this time: |   |   |    |    |    |   |   |   |   |   |                   |
|---------------------------|---|---|----|----|----|---|---|---|---|---|-------------------|
| In                        | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | Out               |
| ●                         |   |   |    |    |    |   |   |   |   |   |                   |
| ●                         |   |   |    |    |    |   |   |   |   |   |                   |
|                           |   |   |    |    |    |   |   |   |   | ● |                   |
|                           |   |   |    |    |    |   |   |   |   | ● |                   |
|                           |   |   |    |    |    |   |   |   |   | ● |                   |
| ●                         |   |   |    |    |    |   |   |   |   |   |                   |
| ●                         |   |   |    |    |    |   |   |   |   |   |                   |
| ●                         |   |   |    |    |    |   |   |   |   |   |                   |
| ●                         |   |   |    |    |    |   |   |   |   |   | ● arrived at 9:20 |
| ●                         |   |   |    |    |    |   |   |   |   |   |                   |



## Taking Attendance in Focus

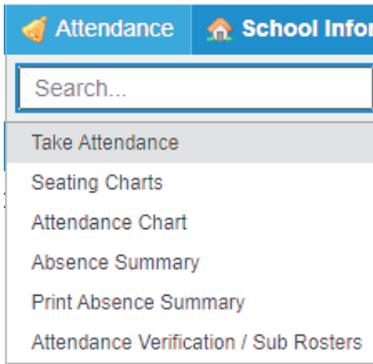
1. Log into Focus



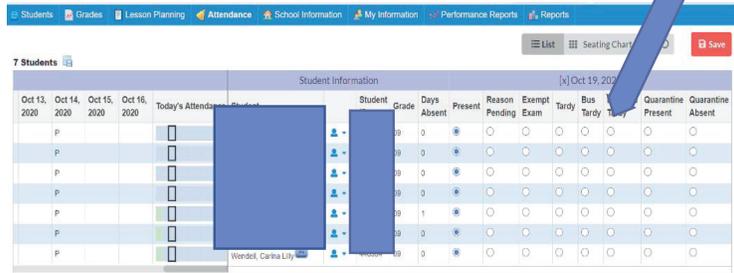
2. You can view the year, the course, the Report Period and the subject.



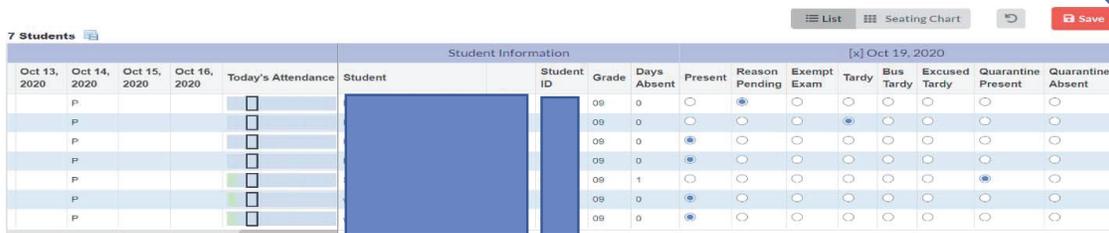
3. Click on “Take Attendance”



4. Take attendance by clicking the radio buttons



5. Here is what it will look like when you’ve taken attendance. Remember to click “save.”





## **Frequently Asked Questions Brand New Teachers with less < 1 Year Teaching Experience**

**Q: Does the “less than one-year teaching experience” onboarding apply to all new instructional hires?**

A: No, the exceptions are listed below:

Music

Art

Adult Ed

Counselors

Behavior Specialists

Speech and Language Pathologists

Psychologists

Transition to Teaching participants (TTT)

Teachers who are contractually obligated to complete any of the following endorsements: ESOL, Reading, Gifted, and/or ASD

**Q: What do I do if I just found out about this onboarding support and will be unable to complete the courses within the first full calendar year from my contract start date?**

A: Complete the courses in as timely a manner as possible.

**Q: What if I was hired in January or February of 2022?**

A: You have less than one full year of teaching experience and are expected to attend this professional development.

**Q: What if I have previous teaching experience in another district or state?**

A: Complete the courses for new to district teachers with more than one year of experience



***Courses of Study***

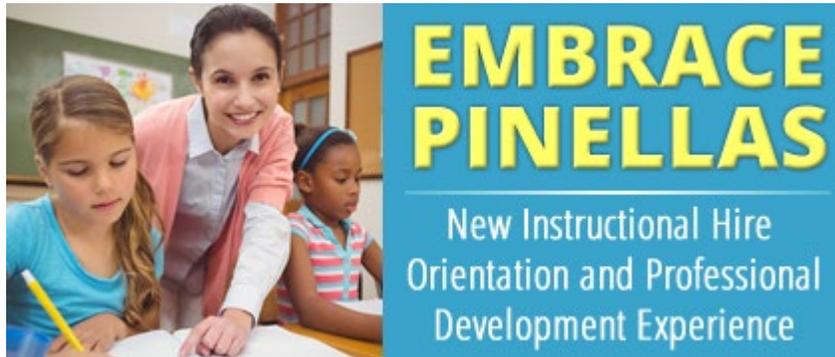
**1<sup>st</sup>-12<sup>th</sup> Grade**

**Kindergarten**

**Pre-K**

**Scale Up**

**More Than One Year of experience**



### New Teacher Course of Study for 1<sup>st</sup>-12<sup>th</sup> Grade

As a teacher with ***less than one year*** of teaching experience in any district or state, a professional development plan has been created for you. Your professional development plan will align with your teaching position and will provide a system of ongoing support to ensure you have a successful first year. Attendance is expected for all first-year teachers. Participants will be paid a \$22.50/hr stipend as you attend sessions. **New to district hires have a full calendar year from their contract start date to complete the ongoing onboarding courses.**

You will be expected to attend the following professional learning experiences:

- Active Threat (online-1 hour)
- PCS Digital Ecosystem (online-2 hours)
- Ethics (2 hours)
- Marzano Overview (online-2 hours)
- Deliberate Practice Creation (online-3 hours)
- Deliberate Practice Implementation (online-12 hours)
- Foundations: Re-envisioning the Learning Environment (3 hours)
- Youth Mental Health First Aid (6 hours)
- Restorative Practices (12 hours)

You will quickly learn that leaning on other teachers is a great tool in the education profession. To help connect you with other learning professionals, the Foundations Series should be attended based on a cohort model.

The next page is your **New Teacher Course of Study** that you will use to register, track your progress and eventually submit to show completion of the first-year teacher professional learning program.

If you have any questions, please contact Kathy Beauregard at [beauregardk@pcsb.org](mailto:beauregardk@pcsb.org) or 727-588-6224 X1940



**New Teacher Course of Study for 1<sup>st</sup>-12<sup>th</sup> Grade**

**New to district hires have a full calendar year from their contract start date to complete the ongoing onboarding courses.**

Name: \_\_\_\_\_ Last 4 SSN# \_\_\_\_\_ School: \_\_\_\_\_

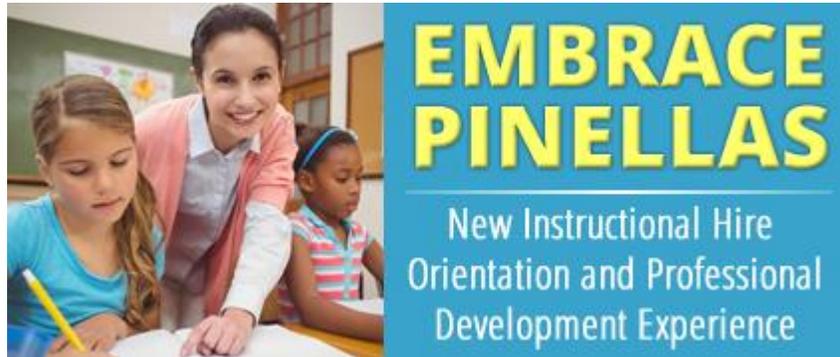
| Course Title   | Course #                | Session #<br>(varies) | Date(s) Completed | Mentor initial meeting | Mentor follow-up |
|--|-------------------------|-----------------------|-------------------|------------------------|------------------|
| Active Threat (online-1 hour)<br>(N/A if attended during per-school training at school site) | <a href="#">29229</a>   |                       |                   |                        |                  |
| PCS Digital Ecosystem (online-2 hours)<br>(N/A if attended Summer Embrace)                   | <a href="#">30842</a>   |                       |                   |                        |                  |
| Embrace Make Up: Ethics (2 hours)<br>(N/A if attended Summer Embrace)                        | <a href="#">30780</a>   |                       |                   |                        |                  |
| Embrace Make Up: Marzano Overview<br>(online-2 hours)<br>(N/A if attended Summer Embrace)    | <a href="#">30804</a>   |                       |                   |                        |                  |
| Deliberate Practice Creation<br>(online - 3 hours)<br>(N/A if attended Summer Embrace)       | <a href="#">27790</a>   |                       |                   |                        |                  |
| Deliberate Practice Implementation<br>(12 hours)   | <a href="#">30356</a>   |                       |                   |                        |                  |
| Re-envisioning the Learning Environment<br>(3 hours)<br>(N/A if attended Summer Embrace)     | <a href="#">30800</a>   |                       |                   |                        |                  |
| Youth Mental Health First Aid<br>(6 hours)   | <a href="#">29116</a>   |                       |                   |                        |                  |
| Restorative Practices (12 hours)   | <a href="#">various</a> |                       |                   |                        |                  |

Mentor Name: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Click here to upload your "Course of Study" upon completion of all courses:*

[Submission for New to District Hires](#)



### New Teacher Course of Study for Kindergarten

As a teacher with ***less than one year*** of teaching experience in any district or state, a professional development plan has been created for you. Your professional development plan will align teaching position and will provide a system of ongoing support to ensure you have a successful first year. Attendance is expected for all first year teachers. Participants will be paid a \$22.50/hr stipend as you attend sessions. **New to district hires have a full calendar year from their contract start date to complete the ongoing onboarding courses.**

You will be expected to attend the following professional learning experiences:

- Active Threat (online-1 hour)
- PCS Digital Ecosystem (online-2 hours)
- Ethics (2 hours)
- Marzano Overview (online-2 hours)
- Deliberate Practice Creation (online-3 hours)
- Kindergarten Training (15 hours)
- Youth Mental Health First Aid (6 hours)
- Restorative Practices (12 hours)

You will quickly learn that leaning on other teachers is a great tool in the education profession. The next page is your **New Teacher Course of Study** that you will use to register, track your progress and eventually submit to show completion of the first year teacher professional learning program.

If you have any questions, please contact Kathy Beauregard at [beauregardk@pcsb.org](mailto:beauregardk@pcsb.org) or 727-588-6224 X194



**New Teacher Course of Study for Kindergarten**

New to district hires have a full calendar year from their contract start date to complete the ongoing onboarding courses.

Name: \_\_\_\_\_ Last 4 SSN# \_\_\_\_\_ School: \_\_\_\_\_

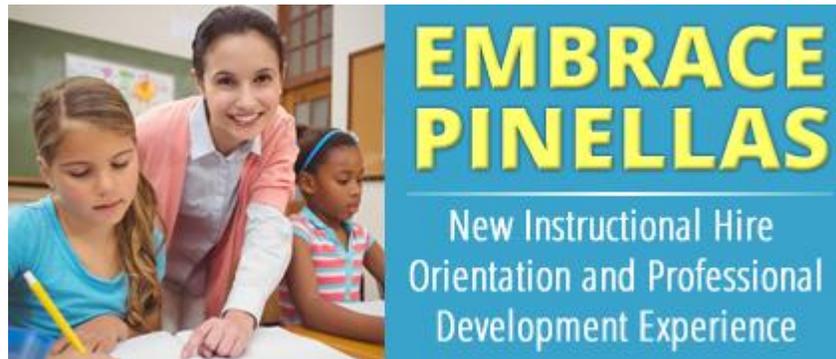
| Course Title   | Course # | Session # (varies) | Date(s) Completed | Mentor initial meeting | Mentor follow-up |
|--|----------|--------------------|-------------------|------------------------|------------------|
| Active Threat (online-1 hour)<br>(N/A if attended during per-school training at school site) | 29229    |                    |                   |                        |                  |
| PCS Digital Ecosystem (online-2 hours)<br>(N/A if attended Summer Embrace)                   | 30842    |                    |                   |                        |                  |
| Embrace Make Up: Ethics (2 hours)<br>(N/A if attended Summer Embrace)                        | 30780    |                    |                   |                        |                  |
| Embrace Make Up: Marzano Overview<br>(online-2 hours)<br>(N/A if attended Summer Embrace)    | 30804    |                    |                   |                        |                  |
| Deliberate Practice Creation<br>(online - 3 hours)<br>(N/A if attended Summer Embrace)       | 27790    |                    |                   |                        |                  |
| Kindergarten Training<br>(15 hours)  | 19683    |                    |                   |                        |                  |
| Youth Mental Health First Aid<br>(6 hours)   | 29116    |                    |                   |                        |                  |
| Restorative Practices (12 hours)   | various  |                    |                   |                        |                  |

Mentor Name: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Click here to upload your "Course of Study" upon completion of all courses:*

[Submission for New to District Hires](#)



### **New Teacher Course of Study for Pre-K**

As a teacher with ***less than one year*** of teaching experience in any district or state, a professional development plan has been created for you. Your professional development plan will align teaching position and will provide a system of ongoing support to ensure you have a successful first year. Attendance is expected for all first year teachers. Participants will be paid a \$22.50/hr stipend as you attend sessions. **New to district hires have a full calendar year from their contract start date to complete the ongoing onboarding courses.**

You will be expected to attend the following professional learning experiences:

- Active Threat (online-1 hour)
- PCS Digital Ecosystem (online-2 hours)
- Ethics (2 hours)
- Marzano Overview (online-2 hours)
- Deliberate Practice Creation (online-3 hours)
- Pre-K Training (15 hours)
- Youth Mental Health First Aid (6 hours)
- Restorative Practices (12 hours)

You will quickly learn that leaning on other teachers is a great tool in the education profession.

The next page is your New Teacher Course of Study that you will use to register, track your progress and eventually submit to show completion of the first year teacher professional learning program.

If you have any questions, please contact Kathy Beauregard at [beauregardk@pcsb.org](mailto:beauregardk@pcsb.org) or 727-588-6224 X1940



### **New Teacher Course of Study for Pre-K**

New to district hires have a full calendar year from their contract start date to complete the ongoing onboarding courses.

**Name:** \_\_\_\_\_ **Last 4 SSN#** \_\_\_\_\_ **School:** \_\_\_\_\_

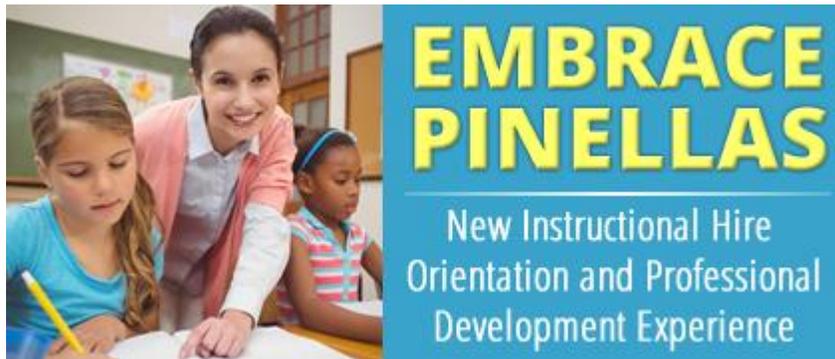
| Course Title   | Course # | Session #<br>(varies) | Date(s) Completed | Mentor initial<br>meeting | Mentor<br>follow-up |
|--|----------|-----------------------|-------------------|---------------------------|---------------------|
| Active Threat (online-1 hour)<br>(N/A if attended during per-school training at school site) | 29229    |                       |                   |                           |                     |
| PCS Digital Ecosystem (online-2 hours)<br>(N/A if attended Summer Embrace)                   | 30842    |                       |                   |                           |                     |
| Embrace Make Up: Ethics (2 hours)<br>(N/A if attended Summer Embrace)                        | 30780    |                       |                   |                           |                     |
| Embrace Make Up: Marzano Overview<br>(online-2 hours)<br>(N/A if attended Summer Embrace)    | 30804    |                       |                   |                           |                     |
| Deliberate Practice Creation<br>(online - 3 hours)<br>(N/A if attended Summer Embrace)       | 27790    |                       |                   |                           |                     |
| Pre-K Training<br>(15 hours)   | various  |                       |                   |                           |                     |
| Youth Mental Health First Aid<br>(6 hours)   | 29116    |                       |                   |                           |                     |
| Restorative Practices (12 hours)   | various  |                       |                   |                           |                     |

**Mentor Name:** \_\_\_\_\_

**Mentor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Click here to upload your "Course of Study" upon completion of all courses:*

[Submission for New to District Hires](#)



### **1<sup>st</sup>-5<sup>th</sup> Grade New Teacher Course of Study for Scale Up Schools**

As a teacher with ***less than one year*** of teaching experience in any district or state, a professional development plan has been created for you. Your professional development plan will align with your teaching position and will provide a system of ongoing support to ensure you have a successful first year. Attendance is expected for all first year teachers. Participants will be paid a \$22.50/hr stipend as you attend sessions. **New to district hires have a full calendar year from their contract start date to complete the ongoing onboarding courses.**

You will be expected to attend the following professional learning experiences:

- Active Threat (online-1 hour)
- PCS Digital Ecosystem (online-2 hours)
- Ethics (2 hours)
- Marzano Overview (online-2 hours)
- Deliberate Practice Creation (online-3 hours)
- Deliberate Practice Implementation (online-12 hours)
- Foundations: Re-envisioning the Learning Environment (3 hours)
- Restorative Practices (12 hours)

You will quickly learn that leaning on other teachers is a great tool in the education profession. To help connect you with other learning professionals, the Foundations Series will be attended based on a cohort model.

The next page is your **New Teacher Course of Study** that you will use to register, track your progress and eventually submit to show completion of the first year teacher professional learning program.

If you have any questions, please contact Kathy Beauregard at [beauregardk@pcsb.org](mailto:beauregardk@pcsb.org) or 727-588-6224 X1940



**1<sup>st</sup>-5<sup>th</sup> Grade New Teacher Course of Study for Scale Up Schools**  
**(Kindergarten Teachers Follow Kindergarten Course of Professional Development)**

Name: \_\_\_\_\_ Last 4 SSN# \_\_\_\_\_ School: \_\_\_\_\_

| Course Title   | Course # | Session # (varies) | Date(s) Completed | Mentor initial meeting | Mentor follow-up |
|--|----------|--------------------|-------------------|------------------------|------------------|
| Active Threat (online-1 hour)<br>(N/A if attended during per-school training at school site) | 29229    |                    |                   |                        |                  |
| PCS Digital Ecosystem (online-2 hours)<br>(N/A if attended Summer Embrace)                   | 30842    |                    |                   |                        |                  |
| Embrace Make Up: Ethics (2 hours)<br>(N/A if attended Summer Embrace)                        | 30780    |                    |                   |                        |                  |
| Embrace Make Up: Marzano Overview<br>(online-2 hours)<br>(N/A if attended Summer Embrace)    | 30804    |                    |                   |                        |                  |
| Deliberate Practice Creation<br>(online - 3 hours)<br>(N/A if attended Summer Embrace)       | 27790    |                    |                   |                        |                  |
| Deliberate Practice Implementation<br>(12 hours)   | 30356    |                    |                   |                        |                  |
| Re-envisioning the Learning Environment<br>(3 hours)<br>(N/A if attended Summer Embrace)     | 30800    |                    |                   |                        |                  |
| Youth Mental Health First Aid<br>(6 hours)   | 29116    |                    |                   |                        |                  |
| Restorative Practices (12 hours)   | various  |                    |                   |                        |                  |

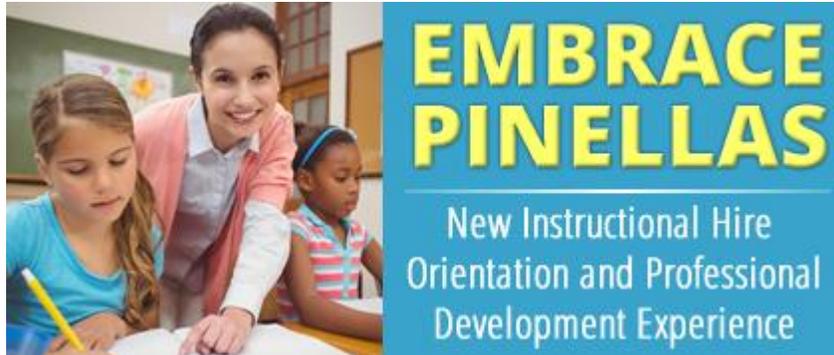
Mentor Name: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Click here to upload your "Course of Study" upon completion of all courses:

[Submission for New to District Hires](#)

**New to district hires have a full calendar year from their contract start date to complete the ongoing onboarding courses.**



### **Experienced Teacher Course of Study**

As a teacher with **more than one year** of teaching experience, a professional development plan has been created for you. Your professional development plan will provide a system of support to ensure you have a successful year. Attendance is expected. Participants will be paid a \$22.50/hr stipend as you attend sessions.

You will be expected to attend the following professional learning experiences:

- Active Threat (online-1 hour)
- PCS Digital Ecosystem (online-2 hours)
- Marzano Overview (online-2 hours)
- Ethics (3 hours)
- Restorative Practices (12 hours)

The next page is your **Experienced Teacher Course of Study** that you will use to register, track your progress and submit to show completion of the professional learning program.

If you have any questions, please contact Kathy Beauregard at [beauregardk@pcsb.org](mailto:beauregardk@pcsb.org) or 727-588-6224 X1940



**Experienced Teacher Course of Study**

Name: \_\_\_\_\_ Last 4 SSN# \_\_\_\_\_ School: \_\_\_\_\_

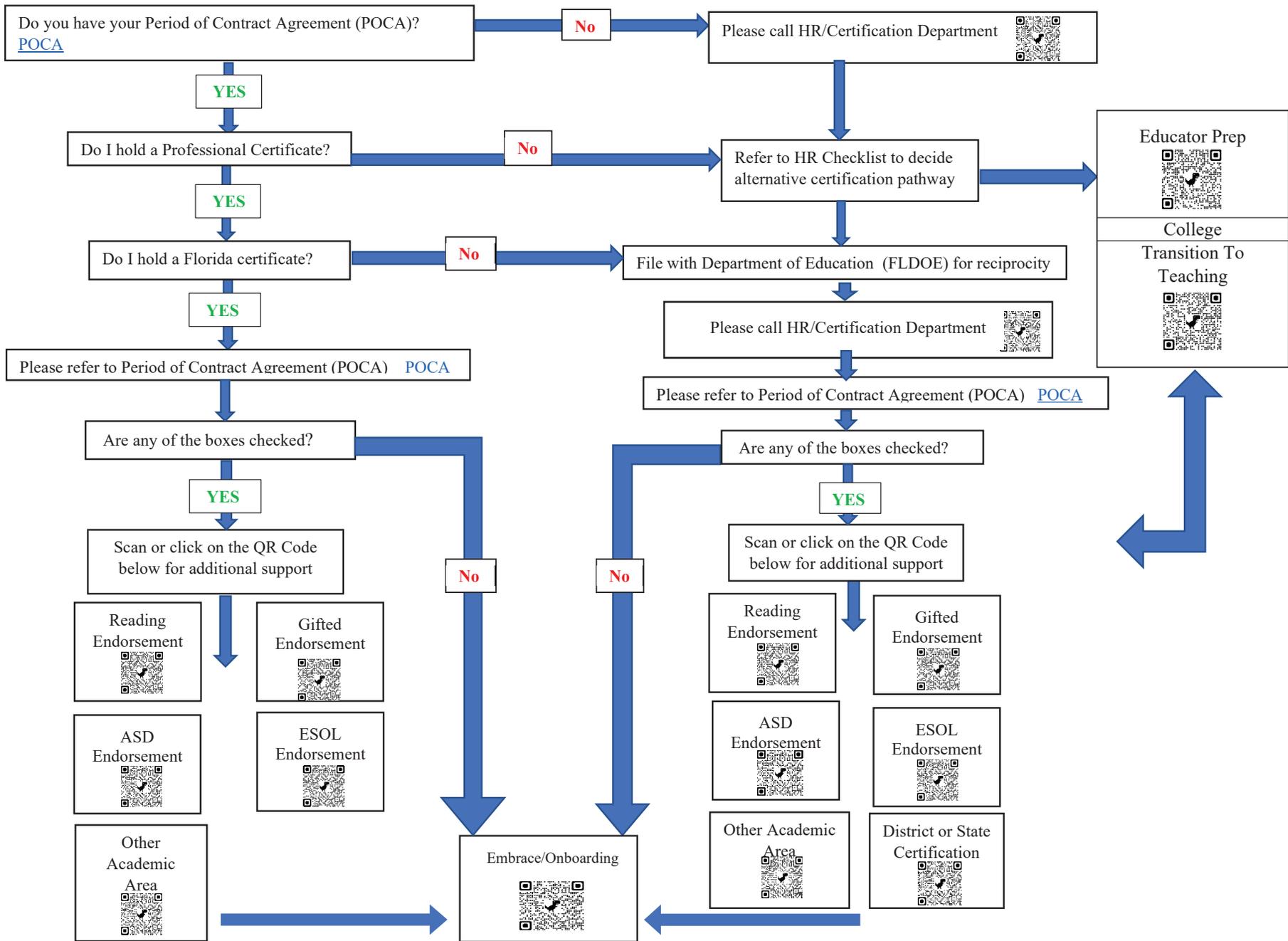
| Course Title  | Course # | Session # (varies) | Date(s) Completed |
|---|----------|--------------------|-------------------|
| Active Threat (online-1 hours)<br>(N/A if attended during per-school training at school site) | 29229    |                    |                   |
| PCS Digital Ecosystem (online-2 hours)<br>(N/A if attended Summer Embrace)                    | 30842    |                    |                   |
| Embrace Make Up: Marzano Overview<br>(online-2 hours)<br>(N/A if attended Summer Embrace)     | 30804    |                    |                   |
| Embrace Make Up: Ethics (2 hours)<br>(N/A if attended Summer Embrace)                         | 30780    |                    |                   |
| Restorative Practices (12 hours)  | various  |                    |                   |

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

*Click here to upload your "Course of Study" upon completion of all courses:*

[Submission for New to District Hires](#)

### Professional Development Flowchart





**FLDOE CERTIFICATION REQUIREMENTS**

|                             |   |
|-----------------------------|---|
| PROFESSIONAL<br>CERTIFICATE | This is the standard certificate issued by the FL Department of Education   |
|                             | Five year renewable certificate   |
|                             | 120 professional development hours are required to renew or college coursework<br>(sixty professional development hours = three semesters of college)   |
|                             | Earned during the validity period of the certificate  |
|                             | Of the 120 professional development hours, 20 professional development hours (or one semester hour of college) must be Students with Disabilities/Exceptional Student Education   |
|                             | For teachers with a validity period starting July 1, 2020, hold subject certification in:<br><ul style="list-style-type: none"> <li>Elementary Education K-6 or Elementary Education</li> <li>1-6 Prekindergarten/Primary Education, Age 3-Grade 3</li> <li>Primary Education K-3</li> <li>English 1-6</li> <li>Middle Grades English 5-9</li> <li>Middle Grades Integrated Curriculum</li> <li>Reading K-12</li> <li>Reading Endorsement</li> <li>ESOL K-12,</li> </ul> and renewing your certificate by June 30, 2025, must take two-credit hours (or 40 hours of professional development) in the use of explicit, systematic, and sequential approaches to reading instruction, developing phonemic awareness, and implementing multisensory instruction. |
| TEMPORARY<br>CERTIFICATE    | This is the certificate issued to teachers who hold a valid Official Statement of Eligibility   |
|                             | Three-year non-renewable  |
|                             | Must meet the requirements of the Official Statement of Eligibility within the validity period of the temporary certificate   |
|                             | Requirements may include:   |
|                             | Exams: General Knowledge Test, Professional Education Examination, and Subject Area Examination   |
|                             | One calendar school year of practical experience in teaching  |
|                             | End-of-year effective or highly-effective evaluation completed by your principal  |
|                             | Professional preparation coursework requirements (completed through college coursework, Transition to Teaching, etc.)   |

For more information visit PCS Certification and Endorsements webpage at  
<https://www.pcsb.org/certification>



**FLDOE CERTIFICATION REQUIREMENTS (continued)**

|  |   |
|--|---|
| RESTRICTED<br>CERTIFICATE                        | Specifically for educators serving in a capacity other than that of classroom teachers. This only includes the following subject areas:   |
|  | <ul style="list-style-type: none"> <li>Educational Media Specialist</li> <li>School Counseling</li> <li>School Psychologist School</li> <li>Social Work Speech</li> <li>Language Impaired</li> </ul>  |
|  | Refer to the Official Statement of Eligibility for Restricted Certificate requirements.   |
| WEBSITES TO<br>VISIT                             |   |
| Certification and<br>Endorsements                | <a href="https://www.pcsb.org/Domain/196">https://www.pcsb.org/Domain/196</a><br><a href="https://pinellascountyschools.sharepoint.com/sites/WelcometotheCertificationSharePointSite">https://pinellascountyschools.sharepoint.com/sites/WelcometotheCertificationSharePointSite</a>                      |
| Florida Teacher<br>Certification<br>Examinations | <a href="http://www.fl.nesinc.com/">http://www.fl.nesinc.com/</a>   |
| Florida Department<br>of Education               | <a href="http://www.fldoe.org/teaching/certification/">http://www.fldoe.org/teaching/certification/</a><br><a href="https://flcertify.fldoe.org/datamart/mainMenu.do">https://flcertify.fldoe.org/datamart/mainMenu.do</a><br><a href="http://www.altcertflorida.org/">http://www.altcertflorida.org/</a> |
| PCS Certification<br>Team                        | Email us at <a href="mailto:certification@pcsb.org">certification@pcsb.org</a> Eunice Bajkowsky, Certification Specialist<br>Lisa Jensen, Certification Clerk   |



## *Selected State Alternative Certificate Pathways & Routes*

### **Do you hold a Professional Teaching Certificate?**

If your answer is yes, you do not need this section.

If your answer is no, this section is for you!

If you do not hold a Professional Teaching Certificate that means you currently have (or applied for) an Official Statement of Eligibility (SOE) from the Florida Department of Education (DOE) and HR/Certification has or will be submitting notification to DOE for issuance of your Temporary Certificate, valid for three years.

While you are teaching, you will need to complete the requirements as outlined on your SOE in order to be able to upgrade to a Professional Teaching Certificate prior to the expiration of your Temporary Certificate. (The state does not issue back to back temporary certificates.)

\*It is very important you understand the requirements as listed by DOE on your SOE and that you take the necessary steps to meet these requirements.

### **This is an excerpt from an official statement of eligibility:**

#### **"DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE**

This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator's Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and including compliance with applicable federal laws and regulations. For Florida educator certification purposes, college degrees and credits must be earned at institutions that are either accredited by an agency recognized by the U.S. Department of Education or approved by the Florida Department of Education. College level credits recommended by the American Council on Education (ACE) are also acceptable."

**\*Below are the standard requirements listed on a SOE. Keep in mind, the SOE is prepared for each individual. Therefore, make sure you know what is on your statement so that you are able to complete the necessary work PRIOR to the expiration of your certificate.**

- Passing score on each of the following exams
  - Subject Area
  - General Knowledge
  - Professional Ed
- Completion of a Florida approved Professional Education Competence Program administered and documented by your employer. (This means you will need to have an effective or highly effective final evaluation that includes student scores.)
- Completion of Professional Preparation Coursework Requirements
- Practical experience in teaching by completing one year of full-time experience teaching in an elementary or secondary school



**In order to meet the professional preparation coursework requirements, you have options. Below is a chart that contains the most frequent alternative pathways for professional certification.**

| <b>College Teaching Experience Option</b>   | <b>Professional Preparation College Coursework Option</b>   | <b>Educator Preparation Institute Option</b>   | <b>District Professional Development Certification Program Option (Transition To Teaching)</b>  |
|---|---|--|---|
| <ul style="list-style-type: none"> <li>• Two (2) semesters of acceptable college teaching experience and passing scores on the Professional Education Test, and the Subject Area Examination</li> </ul> | <p>A minimum of 15 semester hours of education courses as specified in State Board of Education Rule 6A4.006 at an accredited or approved college or university AND</p> <ul style="list-style-type: none"> <li>• An approved Professional Education Competence (PEC) demonstration program at a Florida public, state-supported, or state-approved private school while employed as a teacher under a valid Temporary Certificate AND</li> <li>• One year of full-time teaching experience in an elementary or secondary public, state-supported, or state-approved private school OR six (6) semester hours earned in college student teaching or a supervised internship AND</li> <li>• Passing scores on the General Knowledge Tests, the Professional Education Test, and the Subject Area Examination</li> </ul> | <ul style="list-style-type: none"> <li>• Florida state-approved Educator Preparation Institute program at the post-baccalaureate level AND</li> <li>• Passing scores on the General Knowledge Tests, the Professional Education Test and the Subject Area Examination</li> </ul> | <ul style="list-style-type: none"> <li>• Florida state-approved District Professional Development Certification Program provided by a Florida public school district AND</li> <li>• Passing scores on the General Knowledge Tests, the Professional Education Test and the Subject Area Examination AND</li> <li>• Participate while employed as a teacher in a Florida public school district under a valid Florida Temporary Certificate</li> </ul> |



## **Transition To Teaching Frequently Asked Questions**

### **Q: What is Pinellas County Schools' state approved Professional Development Certification Program?**

A: Transition To Teaching (TTT)

- This program is for newly hired secondary, Elementary Art and Music, and Career Technical teachers who qualify for a temporary certificate. The program is designed to earn a professional or district teaching certificate in lieu of going back to college.

### **Q: What are the state qualifications to enter TTT?**

A: Below are the qualifications required to begin TTT:

- Hold a state-issued temporary certificate
- Holding a position as a classroom teacher
- Teaching in area of certification
- Hold a bachelor's degree with at least an overall 2.5 minimum GPA from an accredited college or university

### **Q: How much does the TTT cost?**

A: Nonrefundable program fee is \$1,600.

- We offer a payroll deduction option for the fee of \$80 over 20 pays

### **Q: What courses are part of TTT?**

A: TTT includes a minimum of 258 class training hours along with coursework. Below is the breakdown:

- There are 12 TTT training modules that are incrementally developed and requires classroom implementation of learned techniques and strategies. Each module is 6 hours, meeting 2 nights for 3 hours each and are taken over 3 semesters.
- ESOL
- Reading Comp # 1 & Comp # 2
- Attend Embrace Pinellas or Survival Skills course

### **Q: What else is required for TTT?**

A: In addition to training hours and coursework you must also complete the following:

- All program work is documented and maintained in an electronic portfolio
- Must meet all the requirements as outlined on SOE (passing score on exams and successful year of teaching evidenced through instructional evaluation)



### **Transition To Teaching Frequently Asked Questions (continued)**

**Q: If I enroll in TTT do I still need to enroll and participate in the Embrace Pinellas ongoing professional development opportunities?**

A: No, as you will be participating in TTT training modules

**Q: How do I sign up for TTT?**

A: In order to sign up for TTT make sure you meet the eligibility requirements listed above. You will attend an orientation with program coordinator and complete TTT documents

**Q: How do I get more information on TTT and Alternative Certification Pathways?**

A: Below are some websites that provide additional information along with contact information for the TTT Program:

- You may find additional TTT information on Pinellas County Schools Transition To Teaching Program webpage: <https://www.pcsb.org/Page/1669>
- Florida Department of Education: <http://www.fldoe.org/teaching/certification/general-cert-requirements/professional-preparation-edu-competenc.stml>
- For additional Alternative Pathways please visit the state of Florida Department of Education

websites at:

- <http://www.fldoe.org/teaching/certification/pathways-routes/>
- <http://www.altcertflorida.org/>

- Contact Pamela Kasardo, Senior Professional Development & TTT Program Coordinator  
E-mail: [kasardop@pcsb.org](mailto:kasardop@pcsb.org)  
Phone: 727-588-6000 ext. 1946



## Pinellas County Schools Acronyms

|        |  |
|--------|--|
| AICE   | Advanced International Certificate of Education        |
| ADA    | Americans with Disabilities Act                        |
| AP     | Advanced Placement                                     |
| AT     | Assistive Technology                                   |
| AVID   | Advancement Via Individual Determination               |
| BPIE   | Best Practices for Inclusive Education                 |
| CAPE   | Career and Professional Education                      |
| CBT    | Computer-Based Testing                                 |
| CIAI   | Curriculum, Instruction, Assessment, Improvement       |
| ISM    | Instruction Support Model                              |
| CST    | Curriculum Support Team                                |
| CST    | Child Study Team                                       |
| CPI    | Crisis Prevention Intervention                         |
| CRISS  | Creating Independence through Student-Owned Strategies |
| CTAE   | Career Technical and Adult Education                   |
| CTE    | Career Technical Education                             |
| DA     | Differentiated Accountability                          |
| DE     | Dual Enrollment  |
| DCP    | District Comprehensive Plan                            |
| DJJ    | Department of Juvenile Justice                         |
| DP/DPP | Deliberate Practice Plan                               |
| DOE    | Department of Education                                |
| DWT    | District-Wide Training Day                             |
| EAP    | Early Admissions Program                               |
| ECP    | Early College Program                                  |
| EDS    | Elementary Data System                                 |
| EIP    | Executive Internship Program                           |
| EL     | Essential Learnings                                    |
| ELA    | English/Language Arts                                  |
| ELP    | Extended Learning Program                              |
| EOC    | End-of-Course Exam                                     |
| EPAT   | Electronic Practice Assessment Tools                   |
| ESE    | Exceptional Student Education                          |
| ESY    | Extended School Year                                   |
| ELL    | English Language Learners                              |
| ESOL   | English for Speakers of Other Languages                |
| FBA    | Functional Behavior Assessment                         |
| FCIM   | Florida Continuous Improvement Model                   |
| FEAPs  | Florida Educator Accomplished Practices                |
| FDLRS  | Florida Diagnostic and Learning Resource System        |
| FIRN   | Florida Information Resource Network                   |
| FLDOE  | Florida Department of Education                        |
| FLKRS  | Florida Kindergarten Readiness Screener                |
| FSA    | Florida Standards Assessment                           |
| FSAA   | Florida Standards Alternative Assessment               |
| FTE    | Full Time Equivalency                                  |



## Pinellas County Schools Acronyms

|        |  |
|--------|--|
| IB     | International Baccalaureate                            |
| IEP    | Individual Education Plan                              |
| LAFS   | Language Arts Florida Standards                        |
| LLC    | Leading the Learning Cadre                             |
| LMS    | Learning Management System                             |
| MAFS   | Math Florida Standards                                 |
| MIP    | Master Inservice Plan                                  |
| MTSS   | Multi-Tiered System of Supports                        |
| NGSSS  | Next Generation Science Standards                      |
| OPS    | Office of Professional Standards                       |
| PBIP   | Positive Behavior Improvement Plan                     |
| PBS    | Positive Behavior Supports                             |
| PCS    | Pinellas County Schools                                |
| PCSB   | Pinellas County School Board                           |
| PCTA   | Pinellas County Teacher's Association                  |
| PD     | Professional Development                               |
| PDSA   | Plan Do Study Act                                      |
| PEF    | Professional Education Facilitator                     |
| PLC    | Professional Learning Community                        |
| PLN    | Professional Learning Network                          |
| PMAC   | Principal's Multicultural Advisory Committee           |
| PMP    | Progress Monitoring Plan                               |
| PMT    | Progress Monitoring Test                               |
| PMRN   | (Florida's) Progress Monitoring and Reporting Network  |
| ProED  | Professional Development Department                    |
| PSW    | Problem Solving Worksheet                              |
| PVS    | Pinellas Virtual School                                |
| RtI    | Response to Intervention                               |
| SAC    | School Advisory Council                                |
| SAT-10 | Stanford Achievement Test Edition 10                   |
| SBLT   | School-Based Leadership Team                           |
| SLC    | Small Learning Communities                             |
| SIP    | School Improvement Plan                                |
| SINI   | School in Need of Improvement                          |
| SIT    | School Improvement Team                                |
| SSA    | Statewide Science Assessment                           |
| T & T  | Triage and Training                                    |
| TTT    | Transition to Teaching                                 |
| WICOR  | Writing, Inquiry, Collaboration, Organization, Reading |
| YMHFA  | Youth Mental Health First Aid                          |
| VPK    | Voluntary Prekindergarten                              |



**Employee Services Contact Information**  
Administration Building Main Line: 727-588-6000

| Service   | Contact                     | Telephone    | Email Address  |
|---|-----------------------------|--------------|--|
| <b>Human Resources</b>  |                             |              |  |
| Administrative Services and E07+  | Michele Stetz               | 727-588-6278 | <a href="mailto:stetzm@pcsb.org">stetzm@pcsb.org</a>         |
| Certification/Compliance Services   | Eunice Bajkowky             | 727-5886576  | <a href="mailto:Bajkowskye@pcsb.org">Bajkowskye@pcsb.org</a> |
|   | Lisa Jensen                 | 727-588-6275 | <a href="mailto:Jensenli@pcsb.org">Jensenli@pcsb.org</a>     |
| Compensation Services   | Carly Ferguson              | 727-588-6286 | <a href="mailto:Fergusonca@pcsb.org">Fergusonca@pcsb.org</a> |
| Instructional Services (Includes TZ Schools)  | Loretta Spicer - Area 1 & 4 | 727-588-6334 | <a href="mailto:Spicerlo@pcsb.org">Spicerlo@pcsb.org</a>     |
|   | Deneen Wyman - Area 2 & 3   | 727-588-6292 | <a href="mailto:wymand@pcsb.org">wymand@pcsb.org</a>         |
| <b>Leave of Absence Services - <a href="mailto:pcsaleaves@pcsb.org">pcsaleaves@pcsb.org</a></b> |                             |              |  |
| Schools and Sick Leave bank/LOA   | Megan Romano                | 727-588-6289 | <a href="mailto:romanom@pcsb.org">romanom@pcsb.org</a>       |
| WPSC  | Theresa Hooker              | 727-588-6376 | <a href="mailto:hookert@pcsb.org">hookert@pcsb.org</a>       |
| <b>Support Services</b>   |                             |              |  |
| Area 1 & 4  | Sherrie Bennett             | 727-588-6382 | <a href="mailto:bennettshe@pcsb.org">bennettshe@pcsb.org</a> |
| Area 2 & 3  | Louise Gunter               | 727-588-6378 | <a href="mailto:gunterl@pcsb.org">gunterl@pcsb.org</a>       |
| Substitute Placement Services: (AESOP)  | Cheryl Keys                 | 727-588-6270 | <a href="mailto:Keysc@pcsb.org">Keysc@pcsb.org</a>           |
| Long Term Subs:   | Connie Morris               | 727-588-5134 | <a href="mailto:morrisco@pcsb.org">morrisco@pcsb.org</a>     |
|   | Judy Hubley                 | 727-588-6365 | <a href="mailto:hubleyj@pcsb.org">hubleyj@pcsb.org</a>       |

**Address Changes: Update your address and phone number on line at <https://ess.pcsb.org/EmpSS/>**

**Employee Records** Employment verifications, teacher service verification to other districts, etc. at [pcsrcordsrequest@pcsb.org](mailto:pcsrcordsrequest@pcsb.org)

**Name Changes:**

Submit PCS Form 3-1909 Employee Change of Address/Marital Status/Name Form with a new social security card in your new name to Human Resources, Administration Bldg. \*After HR has updated your information, submit a ticket to the help desk or call to update e-mail.

**Help Desk: 727-588-6060**

1. New employees contact to **receive their user ID and Password.**
2. After you receive your user name and password, register your account at [www.pcsb.org/passwords](http://www.pcsb.org/passwords) to be able to reset, unlock and change your password on your own, from school, or at home.

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|--|-------------------------------|--------------------|--|
| ESOL Office  | Ramona Zambrano               | 727-588-6341       | <a href="mailto:zambranor@pcsb.org">zambranor@pcsb.org</a>             |
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|  | Lateka Chance                 | 727-588-6162       |  |
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**Walter Pownall Service Center Main Line: 727-541-3526**



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| <p><a href="#">Lisa N. Cane</a> - Vice-Chairperson<br/> At Large District #2</p>   | <p><a href="#">Eileen M. Long</a> - Chairperson<br/> Single Member District #4</p> |
| <p><a href="#">Nicole M. Carr, Ph.D.</a> - At Large District #3</p>  | <p><a href="#">Laura Tillinghast Hine</a> - At Large District #1</p>               |
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