



Supplement Handbook & Appendix B

Contents

INTRODUCTION	3
Article 34: Supplemental Compensation	3
Supplement Categories:	3
Academics.....	3
Athletics	3
Fine Arts.....	3
Appendix: School Levels	4
Supplement Duties and Responsibilities:	5
Appendix B.....	13
ELEMENTARY SCHOOLS	14
Academic Supplements: Elementary.....	14
Additional Supplements: submitted by district supervisor.....	14
Team Leader: Elementary	14
Fine Arts: Elementary	15
Athletic Supplement: Elementary.....	15
MIDDLE SCHOOLS	15
Academic Supplements: Middle Schools.....	15
Academic Supplements: submitted by district supervisor.....	15
Team Leader: Middle	16
Fine Arts Supplements: Middle School.....	16
Athletic Supplements: Middle School.....	16
High School	17
Academic Supplements: High Schools.....	17
Academic Supplements: submitted by district supervisor.....	17
Team Leader: High	18
Fine Arts Supplements: High School.....	18
Athletics Supplements: High School	18
Post-Secondary/Adult Schools	20
Academic Supplements: Post Secondary/Adult Schools	20
Team Leader: Adult.....	20
Supplement for Additional Work in the IB/CAT/PCCA Program	21
Professional Development	22

INTRODUCTION

Supplements are additional salary for which an employee performs extra duties before or after the regular workday, or during planning period within student day.

Supplements generally are not transferable, which means that funds for one supplement cannot be used for a different supplement.

If an employee starts a supplemental duty late or terminates from it early, or for any other reason cannot complete all the requirements to receive the full supplement, they shall be paid a prorated amount based on the period during which the supplemented duties were performed.

Article 34: Supplemental Compensation

A. It shall be the responsibility of the principal or other designated agent of the Board to recommend, on an annual basis, those individuals who are to receive salary supplements. Should special circumstances dictate, the principal may realign the nature of supplements. All supplements shall expire on the last day of the employee's work year.

B. It is the intent of the parties that supplements are paid for additional responsibilities requiring additional time during or after the school day. The supplemental compensation is available for additional responsibilities related to academics, athletics, fine arts and other activities as described in Appendix B.

C. The parties agree to continue to review the amount payable for supplemental compensation through a committee comprised of an equal number of district and Union representatives which will meet at least once each school year and make recommendations to the bargaining teams to include such recommendations in negotiations over salary for each school year.

D. Unless otherwise approved by Chief of Human Resources, high school teachers are not eligible for more than three (3) supplements and middle school teachers are not eligible for more than three (3) supplements.

Supplement Categories:

Academics

Supplements in this area range from team leaders, student experiences club sponsorship, to serving students and staff in a leadership or service capacity.

Athletics

To be eligible for a paid Athletic Coaching supplement, the coach must hold an Athletic Coaching certificate or an educator certificate.

Fine Arts

The secondary music director is responsible for school activities including assemblies, musicals, and other performances and rehearsal beyond normal school hours, community activities including concerts and special events of importance to the community and activities such as Florida Music Educators Association Conference and All-State and All-County conferences.

The secondary drama supplement is designed for those teachers who perform extra duties related to their visual arts activities. The teacher is responsible for school activities such as performances and other exhibits and competitions beyond normal school hours.

Elementary music sponsors may be eligible for a Music Audition Participation supplement. This supplement is provided by the music supervisor based on preparation for students to audition and/or participate in any of the All-State or All-County ensembles.

Appendix: School Levels

Supplement allocations are defined in the appendix by following “levels” in the order of Academics, Fine Arts, and Athletics.

- *Elementary Schools*
- *Middle Schools*
- *High Schools*
- *Post Secondary/Adult Schools*

K-8 schools, Pinellas Virtual School, Educational Alternative Schools, including Nina, Stephens, Calvin, Sanders will receive the same school based and district provided supplements as the elementary level. Team leaders for these sites are addressed below. CTE supplements and Athletic Supplement at these schools are allocated at the discretion of the district supervisor. Nina, Stephens, Calvin, and Sanders receive Special Olympics Athletic Supplement.

Team Leader number of positions and rate of pay:

- K-8 Schools (not to exceed 14)
 - Elementary Team Leaders based on the elementary enrollment at elementary pay rate.
 - Middle School Team Leaders based on the middle school enrollment at middle school pay rate.
- Pinellas Virtual School
 - 6 allocated Team Leaders at middle school pay rate.
- EAS Schools, including Nina, Stephens, Calvin, Sanders, Bayside High, Pinellas High Innovation, Lealman Innovation Academy
 - 6 allocated Team Leaders at middle school pay rate.

*The principal/supervisor may elect to split a team leader supplement between two teachers.

Supplement Duties and Responsibilities:

The below duties and responsibilities are intended to describe the general nature and level of work being performed by employees assigned to the supplement, and they are not intended to be construed as an extensive list of all responsibilities and duties required.

AVID Coordinator

- Plans for and facilitates the AVID Site Team meetings.
- Collects and analyzes AVID Data.
- Collects and analyzes evidence related to certification.
- Collaborates with feeder sites to articulate curriculum activities related to AVID.
- Collaborates with feeder site to recruit AVID students.
- Conducts site-based training for faculty.
- Acts as the liaison between the Site Team, principal, and District Director
- Acts as the liaison between the AVID counselor, AVID teachers, and principal
- Attends monthly coordinator meetings with the AVID District Director.
- At the elementary level, provide WICOR strategies and professional development to staff and/or vertically articulate with middle school AVID coordinator to implement practices at the elementary level.

Class Sponsor (Freshman, Sophomore, Junior, Senior)

- Provides leadership in building class spirit, overseeing class organizational structure and finance, helping develop leadership capabilities of class officers and committee chairman and supervising projects undertaken by the class.
- Supervises election of class officers.
- Supervises class meetings, executive board meetings, etc.
- Provides leadership in advising class on applicable projects which may include class assemblies and meetings, money raising activities, proms, orientation, gifts, activities, decorations, etc.
- Supervises collection of dues and all financial transactions within procedures adopted by the Board and implemented by the principal.
- Supervises all class functions.
- Performs other related duties as required by the immediate supervisor related to the specific supplemental activity.

ESOL Chair

- Responsible for majority of EL paperwork.
- Responsible for contacting parents, collecting, and receiving paperwork, and submitting information to EL committee.
- Responsible for EL compliance with all students coded LY and LF.

Gifted Coordinator

- Responsible for gifted paperwork.
- Responsible for contacting parents, collecting, and receiving paperwork, submitting information to eligibility committee.
- Responsible for compliance of education plan for gifted students.

Girlfriends Advisor

- Logs meeting and activity hours through the Volunteer System.
- Holds regular Girlfriends meetings with students and is an active member of the Girlfriends district team.
- Meets with school principal at beginning of each school year to discuss proposed criteria, activities, and guidelines for membership.
- Collaborates with the District Girlfriends Program Coordinator for training and an overview of the program.
- Distributes nomination form for administration and staff to provide input on prospective new members.
- Distributes and collect parent agreement form for all selected members.
- Plans community involvement activities with members, and holds a student induction ceremony each year for new members.
- Requests pearl necklaces from Office of Strategic Partnership for new member induction ceremony.
- Submits a Girlfriends roster to OSP office during semester one.
- Plans a school beautification project with members.

Live Free! Club Sponsor

- Ensure the Live Free! mission and vision are being always fulfilled.
- Host Live Free! meetings at least once per month.
- Advise and guide club members to create a culture that seeks to educate their peers and bring awareness to topics concerning living a substance-free healthy lifestyle.
- Assist students with meeting and event logistics – location, time, resources, and necessary permissions to conduct activities.
- Support students with time management and action planning of awareness activities - implementing the required activities (Red Ribbon Week, National Drug and Alcohol Facts Week, Alcohol Awareness Month, Anti-Vaping Activity)
- Share positive news, activities, stories, etc. that are happening with your club.
- Communicate with the Live Free! district liaison if questions or concerns arise.

Mentor, Site-Based

Mentors, Site-Based are assigned to all first-year teachers with zero years of experience. Mentees and number of assigned mentors will be determined by the number instructional vacancies to be filled and the experience of the teacher filling the vacancy. If an instructional vacancy (1.0 FTE) is filled with a zero-experience teacher a mentor will be provided. If the teacher resigns, and the position is filled during the school year with a zero experienced teacher, this is equivalent to one mentee for the semester/year. To support teacher retention, a mentor shall not be regularly assigned to more than two mentees (2.0 FTE) for the school year. If a mentor is needed for an additional mentee, this will be communicated with the professional development department.

- Complete and sign the PCS Mentor Program Agreement form.
- Agrees to complete district Mentor Training if not completed in previous years.
- Meet with their assigned mentee on a weekly basis for 30 minutes.
- Review the contents of the New Teacher Handbook with the teacher.
- Support the mentee's professional growth by reviewing the Period of Contract Agreement (POCA) and/or Certification Checklist requirements and assisting with the enrollment of needed course/s.
- Assist the new hire with enrollment in enrichment courses once all other requirements above have been met or if the POCA and Certification Checklist are NOT needed.
- Attend the monthly site-based mentor meetings.
- Implement strategies from monthly mentor meetings.
- Keep track of their contact time using the PCS Mentoring Curriculum Checklist.
- Sign the checklist and turn it into the lead mentor monthly.
- Provide consultation regarding instructional and operational best practices focused on student learning.
- Provide responsive mentoring aligned to the mentee's Deliberate Practice.
- Conduct observations and conferences and model or co-teach to support the mentee's best practice.
- Assist the mentee with analyzing student data and student work to improve instruction.
- Maintain the confidentiality and integrity of the information/adhere to the data certain.
- Complete a yearly survey to gauge the effectiveness of the mentor program and components.

Mentor, Lead

Mentors, Lead may be assigned to first-year teachers with zero years of experience. Mentees and number of assigned mentors will be determined by the number instructional vacancies to be filled and the experience of the teacher filling the vacancy. If an instructional vacancy (1.0 FTE) is filled with a zero-experience teacher a mentor will be provided. If the teacher resigns, and the position is filled during the school year with a zero experienced teacher, this is equivalent to one mentee for the semester/year. To support teacher retention, a mentor shall not be regularly assigned to more than two mentees (2.0 FTE) for the school year. If a mentor is needed for an additional mentee, this will be communicated with the professional development department.

- Complete and sign the PCS Mentor Program Agreement form.
- Collaborate with site administration to:
 - Assign Mentor/Mentee pairings.
 - Complete PCS Form 3-2364 (Appendix C) for site orientation.
 - Set dates for monthly mentor meetings.
 - Assist in communication of Embrace Pinellas summer event.
 - Support Late Hire Onboarding process.
 - Facilitate Onboarding Canvas courses.
 - Monitor Period of Contract Requirements
- Manage Mentor/Mentee and contact time information:
 - Input mentor/mentee pairings into Collaborative Professional Learning Log within ten days of new teacher contract start date.
 - Track mentor contact time using PCS Mentoring Curriculum Checklist.
 - Collect and upload signed checklists monthly to Collaborative Professional Learning Log.
 - Provide New Teacher Handbook resource link to new teachers and mentors.
 - Meet as needed with Early Career Teachers with 1 to 2 years' experience.
- Serve as liaison to the district:
 - Act as main contact for receiving and disseminating information from PCS Mentor Program Coordinator
 - Notify PCS Program Coordinator if any mentor exceeds working with 2 mentees within a semester.
 - Attend monthly one-hour virtual district training: Strategic Mentorship: Empowering Lead Mentors for Success.
 - Plan and facilitate Monthly Mentor meetings from August to May at school site.
 - Collect all signed agreements and upload to Collaborative Professional Learning Log.
 - Complete yearly survey to assess effectiveness of mentor program and its components.

National Honor Society Advisor

- Supervises semi-annual induction or new member “tapping” procedure, such as advising faculty of procedures, preparing points or rating sheets, meeting principal or faculty selection committees, keeping principal advised on progress, and supervising Society's planning and execution of induction assembly and post assembly activities.
- Provides advice to, and supervision of, the organization in the conduct of their meetings and business affairs, seeing that constitutional requirements are met, proper financial procedures are used, and that National Honor Societal goals and ideals are pursued.
- Checks grades of membership at appropriate intervals to ensure eligibility of membership.
- Provides supervision of National Honor Society projects such as tutoring services, Book Fairs, Scholarship programs, banquets, etc.
- Supervises the reporting procedure to the Florida High School Athletic Association (FHSAA) and National organization (such as dues, annual reports, etc.).
- Provides supervision for attendance at district meetings and annual convention when attendance at such meetings is deemed necessary by the local organization and the principal.
- Performs other related duties as required by the immediate supervisor related to the specific supplemental activity.

Newspaper Advisor

- Selects newspaper staff after consulting the administrative team.
- Plans for staff members to attend a training session sponsored at the various universities if the principal and sponsor recommend professional training.
- Provides leadership in helping staff to realize that a school newspaper is a learning experience and important in community public relations, as it represents the school, staff, and student body.
- Supervises the layout process, and proofs copy and views all pictures to appear in the paper, to ensure that the information is factual, appropriate, and consistent with good taste.
- Supervises submission of materials to printers seeing that all deadlines are met.
- Orders supplies and equipment, seeing that use and storage is consistent with county and school policy.
- Supervises financial transactions within the procedure adopted by the Board and implemented by the principal, to include purchase of supplies from outside vendors, collection of money from students buying newspapers, printing contracts, and billing and collecting ad money and turning into internal accounts.
- Supervises all activities in which the staff engages on behalf of publishing the newspaper, such as promotions, contests, forums, etc.
- Performs other related duties as required by the immediate supervisor related to the specific supplemental activity.

PMAC (Principal Multi-Cultural Academic Committee) Sponsor

The Principal's Multicultural Advisory Committee (PMAC) is a multicultural student leadership program designed to empower students to have a positive, sustainable impact on the culture and climate of their schools and communities.

At the secondary level the responsibilities include the following:

- Act as an advisory group to the principal.
- Engage in a facilitative dialogue about diversity centered concerns and make recommendations to the principal.
- Promote multicultural activities and programs school wide.
- Learn and implement conflict resolution and mediation skills.
- Provide service to school and community.
- Improve school climate.

At the elementary level the responsibilities include the following:

- Act as an advisory group to the principal.
- Participate in multicultural activities and programs.
- Initiate, at least, one school-wide multicultural activity per year.

Professional Learning Coordinator

- Professional Learning Coordinator attends required training and relays updates to staff.
- Manage rosters for Preschool Required Professional Development within the first 4 weeks of each school year.
- Track sign-in/attendance forms for all PLCs, Collaborative Planning, and other courses each quarter.
- Request approval for PLCs and Collaborative Planning in PLN for management of rosters.
- Manage all course rosters, ensuring that they are up to date at least two weeks prior to the end of each school year.
- Conduct and submit an annual school-based professional learning needs assessment by the end of the third quarter to support your school in planning for the following year.
- Partner with administration and school-based professional learning champions on planning, organizing, and implementing site-based professional learning. (ex. PLC, Strategy Walks, book study, site-based professional learning days, etc.)
- Serve on the school-based leadership team (SBLT).
- Monitor and support the quality and effectiveness of school-based professional learning based on the adult learning protocol and PLN end-of-course (EOC) survey data.
- Prerequisite Courses:
 - Content Creator
 - Skilled Facilitator micro-credential with emphasis on job-embedded professional learning **OR** Professional Learning Champion micro-credential
 - Foundation Skills for Mentors and Clinical Educators
 - Mentoring Early Career Teachers

Safety Patrol Sponsor

- Organizes Patrols; implements the selection of Patrol Officers; outlines their duties.
- Takes regular inventory of all equipment/materials; orders any necessary supplies to augment or replace equipment.
- Sets up post assignments and changes them at regular intervals.
- Maintains log and follows up on discipline reports from Patrol members (both written and verbal); talks with students who have been reported.
- Oversees Patrol's "on the job" performance daily.
- Communicates with respective teachers regarding Patrol activities.
- Provides training to Patrol; meets to explain responsibilities of the post.
- Distributes and collects permission slips/parent letters re Patrol membership; assigns trainees to post for training; pairs them up with present Patrol for "on the job" training.
- Works with various Patrol members on the safety library and safety skits and plays to present to primary grades; helps with safety announcements/patrol tips.
- Serves as liaison with AAA Motor Club to order necessary materials, supplies, and equipment on a regular basis.
- Sets up and implements election/appointment of Patrol Officers, and recognition of Patrol members designated as GOLD BADGE recipients.
- Sends out newsletters when necessary; arranges for Patrol to assist at Spring Carnival.
- Organizes and keeps records of merits and demerits for entire Patrol.
- Keeps principal and assistant principal aware of Patrol activities/responsibilities, etc.
- Communicates and checks with crossing guards and their supervisor about needed support, dangerous sections (e.g., roadwork), etc.
- Performs other related duties as required by the immediate supervisor related to the specific supplemental activity.

Save Club Sponsor

- Ensure the SAVE mission and vision are being fulfilled at all times.
- Host SAVE meetings at least once per month.
- Advise and guide club members to build a positive school culture in an positive environment and engage in meaningful violence prevention efforts.
- Assist students with meeting and event logistics – location, time, resources and necessary permissions to conduct activities.
- Support students with time management and action planning of awareness activities - implementing the required activities (Start with Hello, SAVE Day, Say Something Week, National Youth Violence Prevention Week)
- Share positive news, activities, stories, etc. that are happening with your club.
- Communicate with the SAVE district liaison if questions or concerns arise.

Staffing Coordinator

- Assists families with questions related to intervention and evaluation.
- Schedules meetings with families and school team to review MTSS intervention progress, Tier 2 & Tier 3.
- Schedules meetings to develop and review Tier 3 interventions and collects all related data.
- Maintains all student specific documentation related to intervention and evaluation for students suspected of having a disability under IDEA.
- Prepares the folder containing all MTSS data reviews (Tier 3), evaluation reports and other related documentation needed for ESE eligibility meetings.
- Works with all stakeholders and the Compliance Department to schedule eligibility meetings.
- Serves as a liaison between the school- based team and the compliance team for all duties related to evaluation and eligibility.

Student Council Sponsor

- Supervises school elections, checks eligibility of candidates.
- Supervises council meetings, executive or board and committee meetings, and forums.
- Provides leadership to keep council activities within the framework of the overall educational objectives of the school and its activities program.
- Keeps principal advised of student thinking and council's views and proposed projects.
- Provides supervision for all council projects such as assemblies, dances, fund raising activities, school drives, homecoming activities, leadership training, and school store charity drives sponsored by community groups (United Fund, Red Cross, Goodwill, etc.).
- Supervises financial matters so that all transactions are within the procedures adopted by the Board and implemented by the principal.
- Supervises the maintenance of records to enable future councils to make intelligent decisions.
- Provides leadership in the communication of council activities to the student body.
- Provides supervision for attendance at district meetings and annual convention, when attendance at such meetings are deemed beneficial and necessary by the council and the principal.
- Serves on such committees as may be assigned by the principal, as representation of the student council is necessary on some faculty committees to insure proper communication.
- Provides leadership training, as needed, for council leaders and members.
- Performs other related duties as required by the immediate supervisor related to the specific supplemental activity.

Student Targeted for Educational Performance Advisor (STEP)

- Logs hours through the Volunteer System.
- Meets with school principal and at beginning of the school year and discuss proposed criteria / guidelines for membership.
- Distributes nomination application form for administration or staff to provide input on prospective new members.
- Distributes and collect parent agreement form for all members.
- Holds a student induction ceremony each year for new members.
- Holds monthly meetings with members.
- Plans community involvement activities with members.
- Covers and review curriculum and activities listed in advisor handbook.
- Submits Program Overview Plan during first semester.
- Submits a STEP Member Roster to Office of Strategic Partnership during first semester.
- Covers and review curriculum and activities listed in advisor handbook.

Team Leader (Grade Level/Subject Area/ Dept./ PLC)

- Leads and collaborates with a team of teachers in a specific department or grade level to plan, organize, coordinate, and evaluate activities aimed at improving student learning outcomes.
- Supports and mentors early-career teachers (2nd and 3rd year educators) within the department, fostering professional growth through collaborative guidance and feedback.
- Acts as a liaison between school instructional staff and administrators, ensuring effective communication and alignment of goals.
- Plans, organizes, and facilitates departmental or grade-level meetings, encouraging collaboration and maintaining detailed meeting minutes for shared team reference.
- Attends relevant meetings to stay informed on updates in school-based and countywide policies and procedures and proactively communicates these changes to the team.
- Stays informed about new teaching methods, materials, and programs, sharing insights with colleagues to enhance instructional strategies and student learning.
- Provides leadership in organizing and leading in-service training programs, fostering professional development and collaboration among staff.
- Collaborates with principals, assistant principals, subject area supervisors, and teachers to continuously develop and improve curriculum and teaching practices.
- Supports teachers in the implementation of new programs, offering guidance and fostering a collaborative approach to adopting and refining new initiatives.
-

Team Leader Continued

- Assists in the coordination of supplies, materials, and textbook distribution, maintaining inventory in collaboration with team members to ensure resources are effectively managed.
- Evaluates instructional materials, textbooks, and equipment, and works with colleagues to recommend improvements and ensure alignment with curriculum needs.
- Plans and organizes events, such as field trips, presentations, and special projects, in coordination with teachers to enhance the educational experience.
- May assist in preparing and monitoring the departmental budget, ensuring resources are allocated efficiently in support of collaborative teaching goals.
- Contributes to the development of the school budget, working with other team members to ensure alignment with educational priorities.
- Collaborates with the team in writing and refining school goals, ensuring that objectives are aligned with the school and district vision for student achievement.
- Works with the team to interpret test scores and develops collaborative strategies for addressing areas for improvement.
- Performs other related duties as required by the supervisor, always prioritizing teamwork and collaboration to enhance the school's educational mission.

Technology Coordinator

The Technology Coordinator functions as one of the instructional leaders for the school outside of the normal workday. They are responsible for coordinating the use of technology, modeling effective use of technology, providing prescriptive staff/faculty training, working closely with Technology and Information Systems (TIS) in support of district technology initiatives, and providing on-site assistance in trouble-shooting technical issues and solving problems. In addition, the Technology Coordinator is expected to process tech help tickets for their school and escalate the tickets if unable to resolve the issue.

This supplemental position can be held by any instructional staff member that meets the expectations of the supplemental position.

Technology Coordinator Expectations:

Diagnostics and Repair

- Dedicate approximately 3 to 5 hours per week during the school year to technology support outside the normal workday.
- Attend at least two (2) Technology Coordinator meetings per school year.
- Assume responsibilities as an agent in the PCS Support system to open, read, and resolve tech help tickets within a reasonable amount of time.
- Escalate unresolved issues to the Tech Help Desk or appropriate agent.
- Coordinate with Tech Help staff to perform and complete basic hardware diagnostics for computer repair.
- Perform basic customer replaceable repairs on computers if required.
- Coordinate with school administration, library media technology specialist, and Technology and Information Systems (TIS) for school technology goals and planning.

Training and Support

- Provide on-site assistance in troubleshooting urgent technical issues and problem-solving.
- Upon request, model effective use of instructional technology and applications, and provide basic training on instructional technology hardware and applications, such as the district student information system and single sign-on platforms.
- Connect teachers and staff to district support and resources for technology integration in the classroom.
- Work closely with Technology and Information Systems (TIS) in support of district technology initiatives.
- Prepare devices for site-based summer learning opportunities, including but not limited to Summer Bridge and Extended School Year (ESY) programs.

Technology Inventory Management

- Monitor the progress of technology-related Asset Essential work orders.
- Assist with the reimaging of PCS Connects and staff computers.
- Coordinate the distribution and collection processes of PCS Connects devices, including checking in and out devices in Asset Info.
- Assist with the technology inventory for the school, including asset documentation and any required state technology surveys.
- Coordinate technology preparations and implementation with the technology technician for high stakes testing.

Wellness Champion

- Champion positions must be on the PTS/Instructional salary schedule and be nominated by Principal/ Administrator/ Supervisor. Administrators and hourly employees are not eligible.
 - Only one Champion per site will be eligible for the supplement.
- Champion must be able to meet with the district wellness team for education, planning, and reporting purposes three times per year. Meetings will be held at the Administration Building or virtually.
- Champion must attend at least 1 meeting and hold 1 program in EACH semester (2 programs total) to earn supplement.
- Champion will plan and coordinate programs at their individual location based upon program priorities, parameters, employee interests, and financial resources.
- Champion will promote, advertise, and encourage participation of district sponsored wellness programs and screenings.
- Each Champion will be given an annual budget for the following purposes: amount will vary depending on school size.

Yearbook Advisor

- Selects the yearbook staff after consulting with the administrative team.
- Plans for staff members to attend a training session sponsored by the various yearbook companies and universities, if the principal and the sponsor recommend professional training for yearbook staff.
- Plans and coordinates the taking of underclass pictures.
- Supervises the layout process; proofs copy and pictures to ensure appropriate content.
- Supervises submission of materials to the publishing company; ensures that all deadlines are met.
- Orders sufficient supplies and equipment, seeing that use and storage is consistent with county and school policy.
- Supervises financial transactions within procedures adopted by the principal to include purchase of supplies from outside vendors, contract supervision of agreement with the yearbook company, advertising receipts, and collection of monies from students ordering yearbooks.
- Oversees yearbook fund raisers, book sales, ad sales, and related yearbook activities.
- Keeps the principal informed of yearbook progress on a regular basis.
- Performs other related duties as required by the immediate supervisor related to the specific supplemental activity.

5000 Role Models Advisor

- Logs hours through the Volunteer System.
- Meet with school principal at beginning of the school year to discuss proposed criteria, activities, and guidelines for membership.
- Attends the 5000 Role Models "Advisor Kick Off" meeting.
- Distributes nomination form for administration and staff to provide input on prospective new members.
- Distributes and collect parent agreement form for all members.
- Holds a student induction ceremony each year for new members and monthly meetings with students.
- Requests neckties from Office of Strategic Partnerships for new member induction ceremony.
- Submit a 5000 Role Models Student Roster to Office of Strategic Partnerships during semester one.
- Plans community involvement activities with members.
- Plans a school beautification project with members.
- Covers and reviews curriculum and activities listed in advisor handbook.
- Submits Program Overview Plan during first semester.
- Completes and returns End of Year Data Role Models Report Card by end of school year.

Appendix B

AGREEMENT

Between

THE SCHOOL BOARD OF PINELLAS

COUNTY, FLORIDA

And

THE PINELLAS CLASSROOM TEACHERS

ASSOCIATION, INCORPORATED

2025 – 2028

AGREEMENT



ELEMENTARY SCHOOLS

Academic Supplements: Elementary

Supplement Name	25-26 Base	Referendum	25-26 Total
5000 Role Models Advisor	330	190	520
Acting Administrator (Elementary Schools without an allocated Assistant Principal)	428		428
AVID Coordinator	330	190	520
*ESOL Chair (district submitted)	330	170	500
***Elementary Schools with 5 or more full-time ELL teachers.	458	102	560
Gifted Coordinator	330	170	500
Girlfriends Advisor	330	190	520
Principal's Multi-Cultural Advisory Committee (PMAC) Sponsor	330	190	520
Safety Patrol Sponsor	440	160	600
Staffing Team Coordinator <i>School must have 5 or more full-time ESE teachers.</i>	458	102	560
Student Council Sponsor	440	100	540
Student Experience Supplement (2 per school) <i>Examples include Chess club, Minecraft, Anime, Drama</i>	330	190	520
Students Targeted for Educational Performance (STEP) Coordinator	330	190	520

Additional Supplements: submitted by district supervisor.

*Professional Learning Coordinator (Professional Development Department)	500		
*Mentor, Lead (Professional Development Department) -supplement is a range between \$50-\$450 per semester pending number of mentors per site.	50-450		
*Mentor, Site-Based (Professional Development) -supplement is 225 per semester (1 mentee) and additional 100 per semester (2 mentees)	225-325		
*Wellness Champion (Risk Management Department)	450		
*Technology Coordinator (Technology Information Systems Department)	815	385	1200
*Save Sponsor	500		
*Live Free Sponsor	500		

*Any annual adjustment to these supplements will be addressed separately from other supplements due to the nature and/or availability of programs/funding source (ex. grant).

Team Leader: Elementary

The supplement title of Team Leader: Elementary may be utilized in the capacity of Professional Learning Community leaders, Grade Level Leaders, and/or Subject Area Leaders. The Team Leader: Elementary represents their group as part of the school-based leadership team. Schools will be provided Team Leader positions based on student enrollment captured on the 8-day count. A Team Leader loss of positions will occur if the loss of students over the course of 2 years has decreased. A Team Leader increase in positions will occur in the year the student enrollment increases.

Supplement Name	25-26 Base	Referendum	25-26 Total
Team Leader 7 positions (399 or under) 8 positions (400-499) 9 positions (500 or over)	616	584	1200

Fine Arts: Elementary

Music Audition Sponsor (district sponsor approved)	500	100	600
--	-----	-----	-----

Athletic Supplement: Elementary

Special Olympics Sponsor	717	83	800
--------------------------	-----	----	-----

MIDDLE SCHOOLS

Academic Supplements: Middle Schools

Supplement Name	25-26 Base	Referendum	25-26 Total
5000 Role Models Advisor	330	190	520
AVID Coordinator	330	190	520
*ESOL Chair- rate is dependent on EL students served (as determined by EL Supervisor)	330 or 458	170 102	500 560
Florida Business Leaders of America (FBLA) Sponsor <i>(CTE approval)</i>	*378	322	700
Family Career and Community Leaders of America (FCCLA) <i>(CTE Approval)</i>	378	322	700
Gifted Coordinator	330	170	500
Girlfriends Advisor	330	190	520
Health Occupations Students of America (HOSA) Sponsor <i>(CTE approval)</i>	*378	142	520
National Honor Society (NJHS)	378	142	520
Principal's Multi-Cultural Advisory Committee (PMAC) Sponsor	330	190	520
Student Council Sponsor	440	100	540
Student Experience Supplement (2 allocated per school) <i>Flex supplement. Examples include Chess club, Minecraft, Anime, Drama</i>	330	190	520
Students Targeted for Educational Performance (STEP) Coordinator	330	190	520
Technology Student Association <i>(CTE Approval)</i>	412	288	700
Yearbook Sponsor	484	56	540

Academic Supplements: submitted by district supervisor.

*Professional Learning Coordinator (Professional Development Department)	500		
*Mentor, Lead (Professional Development Department) -supplement is a range between \$50-\$450 per semester pending number of mentors per site.	50-450		
*Mentor, Site-Based (Professional Development) -supplement is 225 per semester (1 mentee) and additional 100 per semester (2 mentees)	225-325		
*Wellness Champion (Risk Management Department)	450		
*Technology Coordinator (Technology Information Systems Department)	1087	413	1500
*Live Free Sponsor	500		
*SAVE Sponsor	500		

*Any annual adjustment to these supplements will be addressed separately from other supplements due to the nature and/or availability of programs/funding source.

Team Leader: Middle

The supplement title of Team Leader: Middle may be utilized in the capacity of Professional Learning Community leaders, Grade Level Leaders, and/or Subject/Department Leaders. Schools will be provided Team Leader positions based on student enrollment captured in the 8-day count. A Team Leader position loss will occur if the loss of students over the course of 2 years has decreased. A Team Leader increase in positions will occur in the year the student enrollment increases.

Supplement Name	25-26 Base	Referendum	25-26 Total
Team Leader: Middle 6 positions (under 399) 7 positions (400-799) 8 positions (800-899) 9 positions (over 900)	868	332	1200

Fine Arts Supplements: Middle School

Supplement Name	25-26 Base	Referendum	25-26 Total
Band Director Choral Director Orchestra Director	1143	357	1500
Drama Sponsor * Must be approved by Supervisor	1050	50	1100

Athletic Supplements: Middle School

Supplement Name	25-26 Base	Referendum	25-26 Total
Basketball, Boys Basketball, Girls	1034	266	1300
Basketball Boys & Girls			2180
Cheerleader Sponsor	576	274	850
Cross Country Flag Football, Boys Flag Football, Girls Track, Boys Track, Girls Volleyball, Boys Volleyball, Girls	916	264	1180
Flag Football, Boys & Girls			2180
Volleyball, Boys & Girls			2180
Track, Assistant, Boys Track, Assistant, Girls	576	244	820

High School

Academic Supplements: High Schools

Supplement Name:	25-26 Base	Referendum	25-26 Total
5000 Role Model Advisor	330	190	520
Academic Team Coach	1327	173	1500
Academy Coordinator (<i>CTE approval</i>)	330	270	600
AVID Site Coordinator	330	190	520
Class Sponsor, Freshman	378	222	600
Class Sponsor, Junior	698	102	800
Class Sponsor, Senior	868	132	1000
Class Sponsor, Sophomore	447	153	600
ESOL* Chair- rate is dependent on EL students served (as determined by EL Supervisor)	330	170	500
	458	102	560
Family Career and Community Leaders of America (FCCLA), Sponsor (<i>CTE approval</i>)	412	288	700
Florida Business Leaders of America (FBLA) District Advisor (<i>CTE approval</i>)	912	438	1350
Florida Business Leaders of America (FBLA) Sponsor (<i>CTE approval</i>)	412	288	700
Florida Public Service Association (FPSA) Sponsor (<i>CTE approval</i>)	378	322	700
Florida State Forensics Program (FSFP) Sponsor	1566	134	1700
Future Educators of America (FEA) ED Rising Sponsor (<i>CTE approval</i>)	458	242	700
Future Farmers of American (FFA) Sponsor (<i>CTE approval</i>)	412	288	700
Gifted Coordinator	330	150	480
Girlfriends Advisor	330	190	520
Grad Coordinator	330	190	520
Health Occupations Students of America (HOSA) District Advisor (<i>CTE approval</i>)	953	397	1350
Health Occupations Students of America (HOSA) Sponsor (<i>CTE approval</i>)	378	322	700
JROTC Drill	689	211	900
JROTC Rifle	689	211	900
National Honor Society (NHS)	413	107	520
Newspaper Advisor	1825	15	1840
Principal's Multi-Cultural Advisory Committee (PMAC)	330	190	520
Skills USA Sponsor (<i>CTE approval</i>)	419	281	700
Student Council Sponsor	953	97	1050
Student Experience Supplement (2 per school) <i>Flex supplement. Examples include Chess club, French Honor Society</i>	330	190	520
Students Targeted for Educational Performance (STEP) Coordinator	417	103	520
Technology Student Association (TSA) Sponsor (<i>CTE approval</i>)	412	288	700
Yearbook Advisor	1825	15	1840

Academic Supplements: submitted by district supervisor.

*Professional Learning Coordinator (Professional Development Department)	500
*Mentor, Lead (Professional Development Department) -supplement is a range between \$50-\$450 per semester pending number of mentors per site.	50-450
*Mentor, Site-Based (Professional Development) -supplement is 225 per semester (1 mentee) and additional 100 per semester (2 mentees)	225-325
*Wellness Champion (Risk Management Department)	450
*Technology Coordinator (Technology Information Systems Department)	2175
*Live Free Sponsor	500
*SAVE Sponsor	500

*Any annual adjustment to these supplements will be addressed separately from other supplements due to the nature and/or availability of programs/funding source.

Team Leader: High

The supplement title of Team Leader: High may be utilized in the capacity of Professional Learning Community leaders, Grade Level Leaders, and/or Subject Area Leaders. The Team Leader: High represents their group as part of the school-based leadership team. Schools will be provided Team Leader positions based on student enrollment captured on the 8-day count. A Team Leader loss of positions will occur if the loss of students over the course of 2 years has decreased. A Team Leader increase in positions will occur in the year the student enrollment increases.

Supplement Name:	25-26 Base	Referendum	25-26 Total
Team Leader: High 7 positions (under 700) 11 positions (701-900) 12 positions (901-1200) 13 positions (1201-1999) 14 positions (over 2000)	868	632	1500

Fine Arts Supplements: High School

Supplement Name:	25-26 Base	Referendum	25-26 Total
*Center for the Arts Program Coordinator (Gibbs HS)	912	88	1000
*Center for the Arts Program Director (Gibbs HS)	1075	105	1180
Band Director	3980	520	4500
Band, Summer Camp* Must be approved by Supervisor	1671	829	2500
Choral Director Orchestra Sponsor	2388	112	2500
Drama Sponsor* Must be approved by Supervisor	2338	162	2500
Drill or Dance Team	689	111	800

Athletics Supplements: High School

Supplement Name:	25-26 Base	Referendum	25-26 Total
Baseball	3444	1156	4600
Baseball, Assistant	1925	575	2500
Basketball, Boys Basketball, Girls	3876	824	4700
Basketball, Junior Varsity, Boys Basketball, Junior Varsity, Girls	2368	732	3100
Basketball, Varsity & JV			7220
Bowling	1,994	306	2300
Bowling, Assistant		800	800
Cheerleader Sponsor – Basketball (2 positions) Cheerleader Sponsor – Football (1 position)	1722	278	2000
Cross Country, Boys (1 position) Cross Country, Girls (1 position)	2000	700	2700
Cross Country, Assistant	1854	346	2200
Cross Country, Boys and Girls	2288	1412	3700
Flag Football, Girls	1883	817	2700
Flag Football, Junior Varsity, Girls	838	562	1400
Flag Football, Head and JV			3010
Football, Varsity – Head (Fall)	4320	1680	6000
Football, Varsity - Head (Spring)	1236	264	1500
Football, Varsity – Assistant (Fall)	2106	594	2700

Football, Varsity- Assistant (Spring)	526	224	750
Football, Junior Varsity (Fall)	1756	944	2700
Football, Junior Varsity (Spring)	437	313	750
Golf, Boys	1884	616	2500
Golf, Girls			
Golf, Boys & Girls			4400
Lacrosse, Boys	2584	816	3400
Lacrosse, Girls			
Lacrosse, Boys and Girls			5000
Soccer, Boys	2794	706	3500
Soccer, Girls			
Soccer, Head and JV			5300
Soccer, Junior Varsity, Girls	1771	229	2000
Softball	3444	656	4100
Softball Assistant	1925	475	2400
Swimming	3230	670	3900
Swimming, Assistant	2047	453	2500
Swimming, Assistant, 2 nd Position	1092	155	1150
Tennis, Boys	1884	616	2500
Tennis, Girls			
Tennis, Boys & Girls			4500
Track, Boys	3444	856	4300
Track, Girls			
Track, Assistant, Boys	2260	640	2900
Track, Assistant, Girls			
Volleyball, Girls	3444	656	4100
Volleyball, Junior Varsity, Girls	2047	453	2500
Volleyball, Head and JV			6340
Wrestling Boys	3444	956	4400
Wrestling, Junior Varsity	2047	853	2900
Wrestling, Girls	838	3562	4400
Wrestling, Boys & Girls			6000
Wrestling, Head & JV			6340

Post-Secondary/Adult Schools

Academic Supplements: Post Secondary/Adult Schools

Supplement Name:	25-26 Base	Referendum	25-26 Total
Community Education Coordinator at Adult Community Schools <i>(CTE approval)</i>	378	322	700
Florida Business Leaders of America Sponsor (FBLA) <i>(CTE approval)</i>	412	288	700
Florida Public Service Association (FPSA) Sponsor <i>(CTE approval)</i>	378	322	700
Future Educators of America (FEA) Sponsor-ED Rising <i>(CTE approval)</i>	458	242	700
Future Farmers of America (FFA) Sponsor <i>(CTE approval)</i>	412	288	700
Skills USA Sponsor (1 per school) <i>(CTE approval)</i>	419	281	700

Team Leader: Adult

The supplement title of Team Leader: Adult may be utilized in the capacity of Professional Learning Community leaders and/or Program/Department Leaders. The Team Leader: Adult represents their group as part of school-based leadership team. The principal/director may elect to split a Team Leader supplement between two teachers.

Supplement Name:	25-26 Base	Referendum	25-26 Total
Team Leader: Adult 6 Positions	868	332	1200

Supplement for Additional Work in the IB/CAT/PCCA Program

A. Provided that the provisions in Section B are satisfied, a teacher assigned to teach in one of the IB / CAT or PCCA programs held at St. Petersburg High School, Palm Harbor University High School, Lakewood High School, Gibbs High School, and Largo High School is entitled to receive a supplement in the amount of 14% as compensation for the additional duties and responsibilities required of teachers in these programs. The amount is based on the teacher's base hourly rate exclusive of any referendum and is payable notwithstanding the fact that the teacher may retain planning time during the contract day. An IB/CAT or PCCA teacher may not earn an additional supplement for "Teaching during Planning Period," as stated above.

B. The principal of the school must annually verify that the teacher teaches full time in the IB, CAT or PCCA program. The amount of the additional work related to the IB/CAT or PCCA program for which the additional compensation applies will be recorded in a "coaching log" and the teacher must record a minimum of 80 hours of work during his/her planning period or outside of the contractual day per semester to earn the supplement. 14% as compensation for additional duties and responsibilities as listed above will sunset June 30, 2026.

C. Beginning with the 2026–2027 school year, teachers who received the 14% supplement for additional duties during planning periods or outside the contractual day in the 2025–2026 school year, and who continue teaching without interruption in the following programs, will remain eligible for a recurring supplement in their bi-weekly pay:

Eligible programs and schools:

- St. Petersburg High School (IB)
- Palm Harbor University High School (IB)
- Lakewood High School (CAT)
- Gibbs High School (PCCA)
- Largo High School (IB)
- Tarpon Springs High School (Leadership Conservatory)

Supplement amounts based on teaching load in the listed programs:

- **5 or more sections:** 14% of base salary
- **3 to 4 sections:** 10% of base salary
- **1 to 2 sections:** 5% of base salary

D. Teachers newly assigned to the following programs—IB, PCCA, and the Leadership Conservatory—at the schools listed below will receive a one-time supplement for additional duties performed outside the contractual day or during planning periods. The supplement will be split into two equal payments, issued at the end of each semester.

Eligible schools:

- St. Petersburg High School (IB)
- Palm Harbor University High School (IB)
- Gibbs High School (PCCA)
- Largo High School (IB)
- Tarpon Springs High School (Leadership Conservatory)

Supplement amounts based on the number of sections taught in the listed programs:

- **6 or more sections:** \$4,000
- **4 to 5 sections:** \$3,000
- **2 to 3 sections:** \$2,000
- **1 section:** \$1,000

Professional Development

Face-to-Face. Employees who conduct staff professional development training outside their normal job responsibilities and workday, will be paid twenty dollars (\$20) dollars per hour.

Prior authorization to conduct the professional development is required from the area superintendent/associate superintendent or their approved designee. One hour of compensated preparation time for each hour of presentation time will be provided.

On-line Training. Employees who conduct staff professional development training in a digital format outside their normal job responsibilities and workday, will be paid twenty dollars (\$20) dollars per hour. Prior authorization to conduct the on-line professional development training is required from the area superintendent/associate superintendent or their approved designee. Teachers will maintain a log, which will be mutually agreed upon by the district and the association, describing the date and time of the work performed, the specific tasks performed, and the time spent on each task. Courses will be capped at twenty-five (25) participants and will only be permitted to facilitate two (2) courses at a time. Instructional staff who are currently employed by the district shall have the first right of refusal for training services. When selecting facilitators, the district shall consider seniority, certification, and prior experience.

Employees providing online trainings will be trained prior to beginning a new course and at least once a year. This training will include procedures for completing the log and the process for reporting time or issues to their supervisor. Employees will be paid for attending this training at the rate of twenty dollars (\$20) per hour. Employees may log time spent on other matters such as phone calls, emails, face-to-face support, and the grading of assignments; however, this time is limited to no more than one (1) hour per every four (4) hours of online facilitation time.