



24-25

# Supplement Handbook & Appendix B

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## 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, s/he 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 Assistant Superintendent for 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 Gulf Coast Academy, 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 (FHSA) 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)**

- Provides leadership in planning, organizing, coordinating, and evaluating activities of a group of teachers in a specific department (discipline) or grade level.
- Serves as liaison between school instructional staff and administrators.
- Plans, organizes, schedules, and conducts departmental or grade level meetings; keeps minutes of these meetings.
- Attends necessary meetings to keep apprised of changes in school-based and countywide policies and procedures and keeps teachers up to date on these matters.
- Remains cognizant of new methods, materials, and programs and imparts this knowledge to team members.
- Provides leadership in the planning of in-service training programs.
- Consults and works with principals, assistant principals, subject area supervisors, and other teachers in developing and improving curriculum and teaching methods.
- Helps teachers in implementing new programs.
- Assists in ordering and obtaining supplies and materials; assists in textbook distribution; maintains inventory.
- Evaluates materials, textbooks, and equipment and makes recommendations for change.
- Plans and schedules events such as field trips, presentations, and projects.
- May prepare and monitor departmental budget.
- May assist in the preparation of the school budget.
- Assists team with writing school goals.
- Assists team with interpreting test scores and assists in the development of plans for improvement.
- Performs other related duties as required by the immediate supervisor related to the specific supplemental activity.

#### **Technology Coordinator**

This supplemental position requires a range of 3 to 5 hours per week of technology support time (outside the normal workday). This is a supplemental position held by classroom teachers or Library Media Technicians. The Technology Coordinator functions as the technology leader for the school by coordinating technology planning, 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 all tech help tickets or escalate the ticket to the TechHelp desk if unable to resolve the issue.

#### **List of Expectations:**

- Assumes responsibilities as first responder in TechHelp system as part of the site-based Tech team (TechHelp agent) to open, read, and plan on resolving the tech help tickets within a reasonable amount of time. If he/she determines they are unable to resolve the issue, immediately escalate the ticket to the tech help desk.
- Coordinates with TechHelp staff to perform and complete hardware diagnostics for computer repair. If unable to resolve, the coordinator should escalate the ticket to the Tech Help desk.
- Coordinates with school administration and Technology and Information Systems (TIS) for school technology goals and planning.
- Models effective use of classroom technology including interactive whiteboards/tablets, formative assessment applications, digital presenters, Projectors, online learning environments such as Focus, Clever, and associated applications.
- Provides basic and as-needed training on Focus, Clever, TechHelp, Web Browser (Edge), PCS Tech Wiki, and Office 365 to all new staff and teachers at the school site.
- Provides support and connections to district resources for Technology Integration in the classroom.
- Closely coordinates with WPSC on technology related Asset Essential work orders. This includes monitoring AE (Assets Essential – technology coordinators have view only account) work orders for WPSC repairs and installations of school projectors, Smart Boards, Televisions, etc. to provide staff with repair and installation timetables and to ensure work orders have been submitted by the technology technician and/or HPO staff.
- Performs basic customer replaceable repairs on computers.
- Assists and performs as necessary, reimaging of PCS Connects computers.
- Coordinates PCS Connects distribution and collection processes.
- Coordinates and participates in technology inventory for the school and state surveys in a timely manner.
- Coordinates technology preparations and implementation with technology technician for high stakes testing evolutions.

#### **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

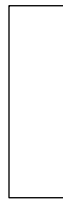
Between

THE SCHOOL BOARD OF PINELLAS  
COUNTY, FLORIDA

And

THE PINELLAS CLASSROOM TEACHERS  
ASSOCIATION, INCORPORATED

2022 – 2025  
AGREEMENT



## ELEMENTARY SCHOOLS

### Academic Supplements: Elementary

5000 Role Models Advisor	330
Acting Administrator (Elementary Schools without an allocated Assistant Principal)	428
AVID Coordinator	330
Gifted Coordinator	330
Girlfriends Advisor	330
Principal's Multi-Cultural Advisory Committee (PMAC) Sponsor	330
Safety Patrol Sponsor	440
Staffing Team Coordinator <i>School must have 5 or more full-time ESE teachers.</i>	458
Student Council Sponsor	440
Student Experience Supplement (2 per school) <i>Examples include Chess club, Minecraft, Anime, Drama</i>	330
Students Targeted for Educational Performance (STEP) Coordinator	330

### 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)	815
ESOL Chair ***Elementary Schools with 5 or more full-time ELL teachers.	330 ***458
*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.

Team Leader: Elementary 7 positions (399 or under) 8 positions (400-499) 9 positions (500 or over)	616
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### Fine Arts: Elementary

Music Audition Sponsor (district sponsor approved)	500
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### Athletic Supplement: Elementary

Special Olympics Sponsor	717
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## MIDDLE SCHOOLS

### Academic Supplements: Middle Schools

5000 Role Models Advisor	330
AVID Coordinator	330
Florida Business Leaders of America (FBLA) Sponsor <i>(CTE approval)</i>	*378
Family Career and Community Leaders of America (FCCLA) <i>(CTE Approval)</i>	378
Gifted Coordinator	330
Girlfriends Advisor	330
Health Occupations Students of America (HOSA) Sponsor <i>(CTE approval)</i>	*378
National Honor Society (NJHS)	378
Principal's Multi-Cultural Advisory Committee (PMAC) Sponsor	330
Student Council Sponsor	440
Student Experience Supplement (2 allocated per school) <i>Flex supplement. Examples include Chess club, Minecraft, Anime, Drama</i>	330
Students Targeted for Educational Performance (STEP) Coordinator	330
Technology Student Association <i>(CTE Approval)</i>	412
Yearbook Sponsor	*484

\*Note: Sponsors with 7+ more years' experience, as of 8/2/23, will continue to receive the 23-24 rate and any additional approved increase.

### 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
*ESOL Chair- rate is dependent on EL students served (as determined by EL Supervisor)	330 or 458
*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.

Team Leader: Middle 6 positions (under 399) 7 positions (400-799) 8 positions (800-899) 9 positions (over 900)	868
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### Fine Arts Supplements: Middle School

Band Director Choral Director Orchestra Director	1143
Band, Summer camp* Must be approved by Supervisor	1671
Drama Sponsor * Must be approved by Supervisor	1050

Note: Directors with 7+ more years of fine arts experience, as of 8/2/23, will continue to receive the 23-24 rate and any additional approved increase.

## Athletic Supplements: Middle School

Basketball, Boys Basketball, Girls	1034
Cheerleader Sponsor	576
Cross Country Flag Football, Boys Flag Football, Girls Track, Boys Track, Girls Volleyball, Boys Volleyball, Girls	916
Track, Assistant, Boys Track, Assistant, Girls	576

Note: Coaches with 7+ more years of experience, as of 8/2/23, will continue to receive the 23-24 rate and any additional approved increase.

*With HR approval, if a coach is coaching both boys and girls during the same season the supplement will be the higher of the two supplements plus half of the second supplement. The coach is supervising all practice and games. Practice and Game Schedules must be provided to HR prior to start of season for this consideration.*



# High School

## Academic Supplements: High Schools

5000 Role Model Advisor	330
Academy Coordinator (CTE approval)	330
AVID Site Coordinator	330
Class Sponsor, Freshman	378
Class Sponsor, Junior	698
Class Sponsor, Senior	868
Class Sponsor, Sophomore	447
Family Career and Community Leaders of America (FCCLA), Sponsor (CTE approval)	412
Florida Business Leaders of America (FBLA) District Advisor (CTE approval)	912
Florida Business Leaders of America (FBLA) Sponsor (CTE approval)	412
Florida Public Service Association (FPSA) Sponsor (CTE approval)	378
Florida State Forensics Program (FSFP) Sponsor (CTE approval)	1566
Future Educators of America (FEA) ED Rising Sponsor (CTE approval)	458
Future Farmers of American (FFA) Sponsor (CTE approval)	412
Gifted Coordinator	330
Girlfriends Advisor	330
Grad Coordinator	330
Health Occupations Students of America (HOSA) District Advisor (CTE approval)	953
Health Occupations Students of America (HOSA) Sponsor (CTE approval)	378
JROTC Drill	689
JROTC Rifle	689
National Honor Society (NHS)	413
Newspaper Advisor	1825
Principal's Multi-Cultural Advisory Committee (PMAC)	330
Skills USA Sponsor (CTE approval)	419
Student Council Sponsor	953
Student Experience Supplement (2 per school) <i>Flex supplement. Examples include Chess club, Minecraft, Anime, Drama</i>	330
Students Targeted for Educational Performance (STEP) Coordinator	417
Technology Student Association (TSA) Sponsor (CTE approval)	412
Yearbook Advisor	1825

Note: Academic Sponsors, in previously identified categories with 7+ more year's PCS experience, as of 8/2/23, will continue to receive the 23-24 rate and any additional approved increase.

## 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
*ESOL Chair- rate is dependent on EL students served (as determined by EL Supervisor)	330 or 458
*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.

Team Leader: High 7 positions (under 700) 11 positions (701-900) 12 positions (901-1200) 13 positions (1201-1999) 14 positions (over 2000)	868
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### Fine Arts Supplements: High School

*Center for the Arts Program Coordinator (Gibbs HS)	912
*Center for the Arts Program Director (Gibbs HS)	1075
Band Director	3980
Band, Summer Camp* Must be approved by Supervisor	1671
Choral Director Orchestra Sponsor	2388
Drama Sponsor* Must be approved by Supervisor	2338
Drill Team	689

Note: Directors with 7+ more year's PCS experience, as of 8/2/23, will continue to receive the 23-24 rate and any additional approved increase.

### Athletics Supplements: High School

Academic Team Coach	1327
Baseball	3444
Baseball, Assistant	1925
Basketball, Boys Basketball, Girls	3876
Basketball, Junior Varsity, Boys Basketball, Junior Varsity, Girls	2368
Bowling	1,994
Cheerleader Sponsor – Basketball (2 positions) Cheerleader Sponsor – Football (1 position)	1722
Cross Country, Boys (1 position) Cross Country, Girls (1 position)	2000
Cross Country, Assistant	1854
Cross Country, Boys and Girls	2288
Flag Football, Boys and Girls	838
Flag Football, Girls	1883
Flag Football, Junior Varsity, Girls	838
Football, Varsity - Head	4320
Football, Varsity - Assistant	2106
Football, Junior Varsity	1756
Football, Varsity - Head (Spring)	1236
Football, Varsity- Assistant (Spring)	526
Football, Junior Varsity- Assistant (Spring)	437
Golf, Boys Golf, Girls	1884
Lacrosse, Boys Lacrosse, Girls	2584
Soccer, Boys Soccer, Girls	2794
Soccer, Junior Varsity, Girls	1771
Softball	3444

Softball Assistant	1925
Swimming	3230
Swimming, Assistant	2047
Swimming, Junior Varsity, Girls	1092
Tennis, Boys	1884
Tennis, Girls	
Track, Boys	3444
Track, Girls	
Track, Assistant, Boys	2260
Track, Assistant, Girls	
Volleyball, Girls	3444
Volleyball, Junior Varsity, Girls	2047
Wrestling	3444
Wrestling, Junior Varsity	2047
Wrestling, Girls	838

Note: Athletic Coaches with 7+ more year's PCS coaching experience, as of 8/2/23, will continue to receive the 23-24 rate and any additional approved increase.

*With HR approval, if a coach is coaching both boys' and girls' individual sports or a Junior Varsity and Varsity team during the same season the supplement will be the higher of the two supplements plus half of the second supplement. The coach is supervising all practice and games. Practice and game are held for the majority of times on the same day. In the event the practices and games must be held on separate days and times due to the nature of the sport, additional consideration may be made if approved by Athletics Director & HR. Practice and Game Schedules must be provided to HR prior to start of season for this consideration.*

## Post Secondary/Adult Schools

### Academic Supplements: Post Secondary/Adult Schools

Community Education Coordinator at Adult Community Schools	378
Florida Business Leaders of America Sponsor (FBLA)	412
Florida Public Service Association (FPSA) Sponsor	378
Future Educators of America (FEA) Sponsor-ED Rising	458
Future Farmers of America (FFA) Sponsor	412
Skills USA Sponsor (1 per school)	419

\*Note: Academic Sponsors, in previously identified categories with 7+ more year's PCS experience, as of 8/2/23, will continue to receive the 23-24 rate and any additional approved increase.

### 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.

Team Leader: Adult 6 Positions	868
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## Teaching During Planning Period

A teacher may volunteer to forego his/her planning period during the contract day and, if approved, be compensated for the additional class period taught by the teacher during that time frame. The amount of the supplement is calculated based on the length of the additional period taught and is based on the teacher's base hourly rate exclusive of any referendum. The following illustrates the calculation but does not preclude the development of other scheduling scenarios:

- Seven (7) periods in a seven-period day = 14%
- Seven (7) periods in an eight-period day = 12%

## 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.

## 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.