



New Instructional Hire Handbook Pinellas County Schools 2023 - 2024

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

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

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



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

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Vision: 100% Student Success

Mission: Educate and Prepare Each Student for College, Career and Life

WHO WE ARE

Core Values

Commitment to Children, Families and the Community

- Making decisions and committing resources to attain each student's success
- Seeking out and connecting with families and community

Respectful and Caring Relationships

- Establishing positive relationships among all stakeholders
- Using the district vision to guide intentions, motives and actions

Cultural Competence

- Understanding and honoring culturally-defined beliefs, needs, styles and behaviors of the students, families and communities we serve
- Valuing the benefit that individual differences bring to our school district
- Recognizing the importance of individual similarities and differences while working effectively with all stakeholders from various cultures, races, ethnicities and religious backgrounds

Integrity

- Maintaining the highest standards of behavior, ethics, fairness and honesty with ourselves and others
- Committing to doing the right things for the right reasons
- Demonstrating fairness in our judgments and actions

Responsibility

- Fulfilling commitments and promises through fact-based decision-making and problem-solving
- Taking ownership of our own behaviors
- Seeking opportunities for continuous improvement

Connectedness

- Teaming through internal and external partnerships by aligning efforts for the common purpose of each student's success
- Willing to share and transfer knowledge with other



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Welcome to the District

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

Pathways

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



Professional Development and Support

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

Name	Role	E-Mail	Phone
Kathy Beauregard	Mentors, New Hires, Embrace, Onboarding	beauregardk@pcsb.org	588-6224 ext.1940
Pamela Kasardo	Transition to Teaching	kasardop@pcsb.org	588-6224 ext.1946
William Aligood	Marzano Evaluation	aligoodw@pcsb.org	588-6224 ext.1320
Karen Collier	Springboard	collierka@pcsb.org	588-6224 ext.1909
Lisa Brackney	Classroom Management	brackneyl@pcsb.org	588-6224 ext.1419

Professional Development (PD):

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

Professional Development Opportunities:

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

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



Human Resources and Support

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

Raquel Perez-Russo	Talent Acquisition Support	perez-russor@pcsb.org	588-6000 ext. 5007
Shaune Ferguson	Talent Acquisition Instructional	fergusonsh@pcsb.org	588-6000 ext. 6281
Debra Cucchiara	Talent Acquisition Manager	cucchiarad@pcsb.org	588-6000 ext. 5136
Erika Hobbs	Certification	hobbser@pcsb.org	588-6000 ext. 6450
Eunice Bajkowsky	Human Resources Specialist	bajkowskye@pcsb.org	588-6000 ext. 6576
Lisa Jensen	Certification Clerk	jensenli@pcsb.org	588-6000 ext. 6275
Benefits Help	Risk Management and Insurance		588-6000 ext. 6195
Carly Ferguson	Compensation	fergusonca@pcsb.org	

Special Certification Information

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

Gifted Endorsement Information: [Gifted Endorsement](#)

ESOL Endorsement Information: [ESOL Endorsement](#)

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

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

Q: When Do I get my computer?

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

Q: When do I get my username and password?

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

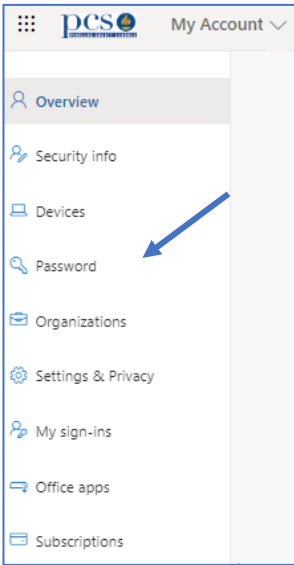
Q: What do I do after I receive my username and password?

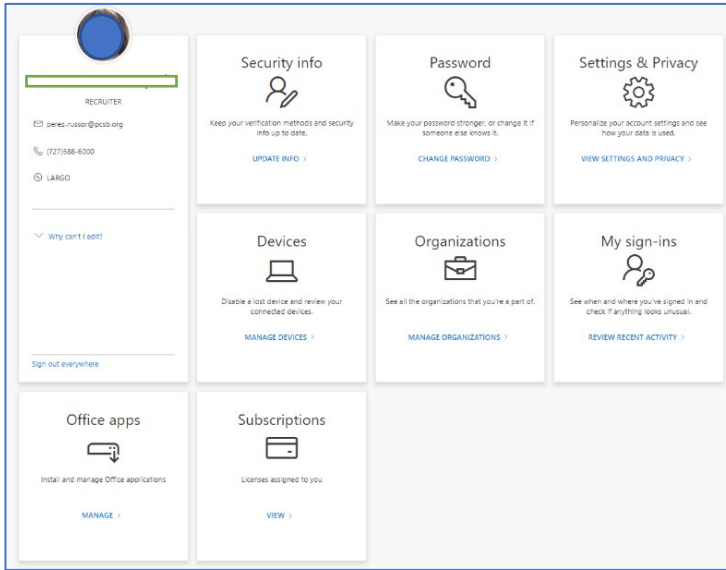
A: After you receive your user name and password, register your account at www.pcsb.org/passwords to be able to reset, unlock and change your password on your own, from school, or at home.

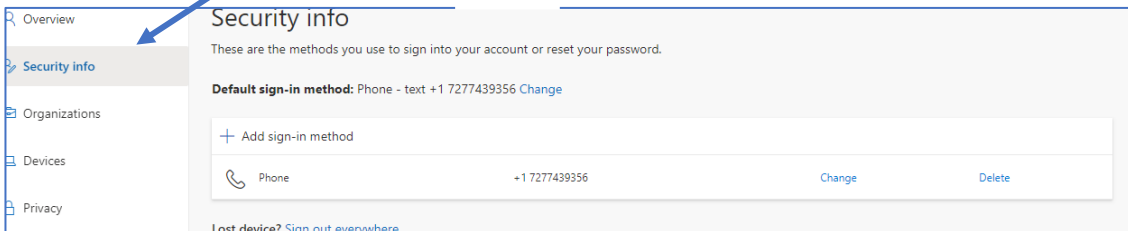
Q: How do I get my Verification Code set up to access my e-mail from home?

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

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

3. 

4. 

5. 

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



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

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

A: Email your request to Employee Records at pcsrecordsrequest@pcsb.org

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

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

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

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

Information and resources access your Employee Self Service (ESS)

The screenshot displays the Employee Self Service (ESS) website. On the left is a yellow sidebar menu with links: Home, About ESS, Pay Info, Salary, 12 Month Pay Opt, Summer Bridge Application, Leave, 1095C, W2, W4, Personal/Emergency Contact Info, Benefit & Comp. Guide, Certification, Employee Contracts, Hurricane Shelter Commitment, and Beneflex Confirmation. The main content area has a header with the PCS logo and 'Employee Self Service'. Below the header is a welcome message and a list of activities available after login, such as browsing earnings history, viewing salary information, applying for payroll options, and managing personal information. On the right, there is a login section with fields for Username and Password, and a 'Login' button. Below the login section are 'Important Notices' regarding electronic versions of W-2 and 1095C tax forms, and instructional employee contracts. A diagram with blue arrows shows the navigation flow from the sidebar menu to the main content area and from the login section to the important notices.

Employee Self Service

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

Employee Self Service

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

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

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

[View payroll and staff calendars](#)

Username :
Password :

Important Notices

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

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

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

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

District calendars

July 3, 2023	First contract day for 11.5-month (235 days) and 12-month (247 days) personnel.
July 4	Holiday for 11.5-month (235 days) and 12-month (247 days) personnel.
July 17	11-month (218 days) administrators and 11-month (218 days) support personnel report for duty.
July 18 – 19	Trade day options for 11.5-month (235 days) instructional personnel.
July 20 – 28	Schools closed for 11.5-month (235 days) personnel and postsecondary students at the PTC's.
July 26	10.5-month (206 days) instructional personnel and 10.5-month (206 days) administrators report for duty.
July 28	Four-day work week ends.
July 31 – August 1	Teacher Work Days for 11.5-month (235 days) instructional personnel.
August 2	10-month (198 days) instructional personnel report for duty.
August 2 – 9	Teacher Work Days and/or Professional Development Days for 10-month (198 days) and 11.5-month (235 days) instructional personnel.
<ul style="list-style-type: none"> • August 2 • August 3 • August 4 • August 7 • August 8 • August 9 	Teacher Work Day and/or School-based Professional Development Day. Teacher Work Day and/or School-based Professional Development Day. District-wide Professional Development Day. Teacher Work Day and/or School-based Professional Development Day. Teacher Work Day and/or School-based Professional Development Day. Teacher Work Day and/or School-based Professional Development Day.
August 2	10-month (196 days) PCS police, 10-month support, 10-month (196 days) food service managers, bus drivers (192 days) report for duty.
August 7	Food service workers (193 days) report for duty.
August 10	All PreK-12 and postsecondary schools' classes begin.
September 4	Labor Day – schools and district offices closed. Paid holiday for all personnel.
September 25 ^(a)	Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. All food service workers, food service managers, 10-month PCS police, 10-month support, 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers. Trade day option for 10-month (198 days) and 11.5-month (235 days) instructional personnel. Designated hurricane make-up day.
October 16 ^(a)	School-based Professional Development/Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. Certificate of Distinction Ceremony. All food service workers, food service managers, 10-month PCS police, 10-month support, 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers. Designated hurricane make-up day.
November 20 – 21 ^(a)	All 12-month personnel on duty. Holiday for all other personnel. Designated hurricane make-up days.
November 22 – 24	Thanksgiving holidays for all personnel.
November 23	Paid holiday for all personnel.
December 22	All 11-, 11.5- and 12-month personnel on duty. Holiday for bus drivers, food service workers, food service managers, 10-month PCS police, 10-month support, 10-month (198 days) instructional personnel, 10.5-month instructional personnel and 10.5-month administrators. Trade day option for 11.5-month (235 days) instructional personnel.
December 25 2023 –	
January 5, 2024	Winter holidays for all personnel.
December 25, 2023 & January 1, 2024	Paid holidays for all personnel.
January 8	All PreK-12 and postsecondary schools' classes resume.
January 15 7/11	Martin Luther King, Jr. Day. 12-month (247 days) personnel on duty. Holiday for all other personnel.

February 16 ^(a)	School-based Professional Development/Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. Support Services Catalog of Choice Day. All food service workers, food service managers, 10-month PCS police, 10-month support, 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers. Designated hurricane make-up day.
February 19	District-wide Professional Development Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. All 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers, food service workers, food service managers, 10-month PCS police and 10-month support.
March 11 - 15	Spring holidays for all personnel except 12-month (247 days).
March 11 - 12	12-month (247 days) personnel on duty.
March 13 - 15	Spring holidays for 12-month (247 days) personnel.
March 15	Paid holiday for all personnel.
March 29	All 11-, 11.5- and 12-month personnel on duty. Holiday for bus drivers, food service workers, food service managers, 10-month PCS police, 10-month support, 10-month (198 days) instructional, 10.5-month instructional personnel and 10.5-month administrators. Trade day option for 11.5-month (235 days) instructional personnel.
April 26	Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. All 10.5-, 11-, 11.5-month support and 12-month personnel on duty. Holiday for bus drivers, food service workers, food service managers, 10-month PCS police and 10-month support. Trade day option for 10-month (198 days) and 11.5-month (235 days) instructional personnel.
May 27	Memorial Day – schools and district offices closed. Paid holiday for all personnel.
May 29	Last day for students (with the exception of Adult students at the Postsecondary Centers). Students released two hours early. Last day for bus drivers.
May 30	Teacher Work Day/last day for 10-month (198 days) instructional personnel. Last day for food service workers, food service managers, 10-month PCS police and 10-month support. Trade day option for 10-month (198 days) instructional personnel.
June 3	Four-day work week begins.
June 4	Last day for 10.5-month (206 days) instructional personnel and 10.5-month (206 days) administrators.
June 7	Last day for 11-month (218 days) personnel.
June 28	Last contract day for 11.5-month (235 days) and 12-month (247 days) personnel.

^(a) Hurricane make-up days

2023-2024 INSTRUCTIONAL CALENDAR

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

28 4 day work week ends

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2 Teachers return
2-9 Teacher workdays / Non-Student Days
10 First Day for students

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day - Schools closed for teachers/students
25 Non-Student Day
25 Hurricane Makeup Day

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

13 End of Quarter 1 (45 days)
16 Hurricane Makeup Day
16 Non-Student Day

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

18-26 Thanksgiving Holidays - Schools closed for teachers/students
20-21 Hurricane Makeup Days

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 Q	22
25	26	27	28	29

21 End of Quarter 2 (43 days)
& End of 1st Semester (88 days)
22-31 Winter Holidays - Schools closed for teachers/students

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1-7 Winter Holidays - Schools closed for teachers/students
8 Second Semester begins
15 Martin Luther King, Jr. Day - Schools closed for teachers/students

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16 Non-Student Day
16 Hurricane Make Up Day
19 Non-Student Day

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8 Q
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

8 End of Quarter 3 (42 days)
9-17 Spring Holidays - Schools closed for teachers/students
29 Schools closed for teachers/students

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
15	16	17	18	19
22	23	24	25	26
29	30			

26 Non-Student Day

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29 Q	30	31

27 Holiday - Schools closed for teachers/students
29 Last Day for Students (students released 2 hours early)
29 End of Quarter 4 (50 days)
29 End of 2nd Semester (92 days)
30 Last Day for 198 Instructional Personnel

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3 4 day work week begins

CALENDAR KEY



End of quarter



Paid Holiday

7/11



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



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



Hurricane Make Up Day

If 4 days needed, those days will be: 10/16, 11/20, 11/21, 2/16

2023-2024 12 MONTH STAFF CALENDAR

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 3 First Day for 12 month personnel
4 Independence Day - District Offices Closed
28 4 day work week ends

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 10 First Day for Students

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 4 Labor Day - Schools and District Offices closed
25 Non-Student Day - All 12 month personnel on duty
25 Hurricane Makeup Day

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

- 16 Hurricane Makeup Day
16 Non-Student Day - All 12 month personnel on duty

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

- 20-21 Non-Student Day - All 12 month personnel on duty
20-21 Hurricane Makeup Days
22-24 Thanksgiving Holidays - Schools and District Offices closed

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 22 Non-Student Day - All 12 month personnel on duty
23-31 Winter Holidays - Schools and District Offices closed

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 1-7 Winter Holidays - Schools closed for teachers / students
15 Martin Luther King, Jr. Day - All 12 month personnel on duty

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

- 16 Non-Student Day - All 12 month personnel on duty
16 Hurricane Make Up Day
19 Non-Student Day - All 12 month personnel on duty

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 11-12 Non-Student Day - All 12 month personnel on duty
13-15 Spring Holidays - Schools and District Offices closed
29 Non-Student Day - All 12 month personnel on duty

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
15	16	17	18	19
22	23	24	25	26
29	30			

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

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 27 Memorial Day - Schools and District Offices Closed
27 Last Day for Students

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 3 4 day work week begins
28 Last Day for 12 month personnel

CALENDAR KEY



Paid Holiday

7/11



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



4 Day Work Week
Holiday - District Offices closed



Hurricane Make Up Day

If 4 days needed, those days will be: 10/16, 11/20, 11/21, 2/16

9

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

3 Teachers/Staff start
4 Independence Day - Schools closed for teachers / students
20-28 7 Shutdown/Flex Days
28 4 day work week ends
31 Teacher workday / Non-Student Day

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1-9 Teacher workdays / Non-Student Days

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day - Schools closed for teachers/ students
25 Non-Student Day
25 Hurricane Makeup Day

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

16 Hurricane Makeup Day
16 Non-Student Day

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

18-26 Thanksgiving Holidays - Schools closed for teachers/students
20-21 Hurricane Makeup Days

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22 Non-Student Day
23-31 Winter Holidays - Schools closed for teachers/students

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1-7 Winter Holidays - Schools closed for teachers / students
15 Martin Luther King, Jr. Day - Schools closed for teachers/students

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16 Non-Student Day
16 Hurricane Make Up Day
19 Non-Student Day

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

9-17 Spring Holidays - Schools closed for teachers/students
29 Non-Student Day

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
15	16	17	18	19
22	23	24	25	26
29	30			

26 Non-Student Day

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27 Holiday - Schools closed for teachers/students

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3 4 day work week begins
28 Teacher/Staff Ends

CALENDAR KEY



Paid Holiday
7/11



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



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



Hurricane Make Up Day
If 4 days needed, those days will be: 10/16, 11/20, 11/21, 2/16

2023-2024 11 MONTH STAFF CALENDAR

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

3 First Day for 11 month personnel
28 4 day work week ends

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

10 First Day for Students

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day - Schools and District Offices closed
25 Non-Student Day - All 11 month personnel on duty
25 Hurricane Make Up Day

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

16 Hurricane Makeup Day
16 Non-Student Day - All 11 month personnel on duty

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

20-21 Holiday for all 11 month personnel
20-21 Hurricane Makeup Days
22-24 Thanksgiving Holidays - Schools and District Offices closed

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22 Non-Student Day - All 11 month personnel on duty
23-31 Winter Holidays - Schools closed for teachers/students

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1-7 Winter Holidays - Schools and District Offices closed
15 Martin Luther King, Jr. Day - Holiday for all 11 month personnel

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16 Non-Student Day - All 11 month personnel on duty
16 Hurricane Make Up Day
19 Non-Student Day - All 11 month personnel on duty

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11-12 Holiday for all 11 month personnel
13-15 Spring Holidays - Schools and District Offices closed
29 Non-Student Day - All 11 month personnel on duty

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
15	16	17	18	19
22	23	24	25	26
29	30			

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

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27 Memorial Day - Schools and District Offices closed
29 Last Day for Students

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3 4 day work week begins
7 Last Day for 11 month personnel

CALENDAR KEY



Paid Holiday

7/11



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



4 Day Work Week
Holiday



Hurricane Make Up Day

If 4 days needed, those days will be: 10/16, 11/20, 11/21, 2/16

11

2023-2024 10.5 MONTH STAFF CALENDAR

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

26 First Day for 10.5 month personnel
28 4 day work week ends

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

10 First Day for Students

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day - Schools and District Offices closed
25 Non-Student Day - All 10.5 month personnel on duty
25 Hurricane Make Up Day

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

16 Hurricane Makeup Day
16 Non-Student Day - All 10.5 month personnel on duty

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

20-21 Holiday for all 10.5 month personnel
20-21 Hurricane Makeup Days
22-24 Thanksgiving Holidays - Schools and District Offices closed

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22 Non-Student Day - Holiday for all 10.5 month personnel
23-31 Winter Holidays - Schools closed for teachers/students

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1-7 Winter Holidays - Schools and District Offices closed
15 Martin Luther King, Jr. Day - Holiday for all 10.5 month personnel

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16 Non-Student Day - All 10.5 month personnel on duty
16 Hurricane Make Up Day
19 Non-Student Day - All 10.5 month personnel on duty

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11-12 Holiday for all 10.5 month personnel
13-15 Spring Holidays - Schools and District Offices closed
29 Non-Student Day - Holiday for all 10.5 month personnel

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
15	16	17	18	19
22	23	24	25	26
29	30			

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

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27 Memorial Day - Schools and District Offices closed
29 Last Day for Students

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4 Last Day for 10.5 month personnel

CALENDAR KEY



Paid Holiday

7/11



Student First Day/Last Day of School
10.5 Month Staff First Day/Last Day
Non-Student Day
All 10.5 month personnel on duty



4 Day Work Week
Holiday



Hurricane Make Up Day

If 4 days needed, those days will be: 10/16, 11/20, 11/21, 2/16

12

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 2 First Day - 10 month PCS Police, 10 month Support, 10 month Food Service Managers, and Bus Drivers
7 First Day - Food Service Workers
10 First Day for Students

- 4 Labor Day - Schools and District Offices closed
25 Non-Student Day - All staff except bus drivers on duty
25 Holiday for bus drivers
25 Hurricane Make Up Day

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

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

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 16 Hurricane Makeup Day
16 Non-Student Day - All staff except bus drivers on duty
16 Holiday for bus drivers

- 20-21 Holiday for all 9 and 10 month staff
20-21 Hurricane Makeup Days
22-24 Thanksgiving Holidays - Schools and District Offices closed

- 22 Holiday for all 9 and 10 month personnel
23-31 Winter Holidays - Schools closed for teachers/students

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 1-7 Winter Holidays - Schools and District Offices closed
15 Martin Luther King, Jr. Day - Holiday for all 9 and 10 month personnel

- 16 Non-Student Day - All staff except bus drivers on duty
16 Holiday for bus drivers
16 Hurricane Make Up Day
19 Non-Student Day - holiday for all 9 and 10 month staff

- 11-12 Holiday for all 9 and 10 month staff
13-15 Spring Holidays - Schools and District Offices closed
29 Non-Student Day - Holiday for all 9 and 10 month staff

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 26 Holiday for all 9 and 10 month staff

- 27 Memorial Day - Schools and District Offices closed
29 Last Day for Students and bus drivers
30 Last Day - 10 month PCS Police, 10 month Support, Food Service Workers, and Food Service Managers

CALENDAR KEY



Paid Holiday



10 Month Support Staff First Day/Last Day



10 Month PCS Police First Day/Last Day



10 Month Cafe Managers First Day/Last Day



9 Month Bus Drivers First Day/Last Day



Non-Student Day



Food Service Workers First Day/Last Day



Students First Day/Last Day



Holiday



Hurricane Make Up Day

If 4 days needed, those days will be: 10/16, 11/20, 11/21, 2/16

SCHOOL BOARD APPROVED LIST OF SPECIAL OBSERVANCE DAYS

2023-2024 School Year

Rosh Hashanah	Saturday & Sunday, September 16-17, 2023 (Observance begins at sunset on Friday, September 15, 2023)
Yom Kippur	Monday, September 25, 2023 (Observance begins at sunset on Sunday, September 24, 2023)
Sukkot	Saturday & Sunday, September 30, 2023 – October 1, 2023 (Observance begins at sunset on Friday, September 29, 2023)
Shemini Atzeret/Simchat Torah	Saturday & Sunday, October 7 - 8, 2023 (Observance begins at sunset on Friday, October 6, 2023)
Good Friday	Friday, March 29, 2024
Eid-al-Fitr	Wednesday, April 10, 2024 (Observance begins at sunset on Tuesday, April 9, 2024)
Passover (First 2 days)	Tuesday & Wednesday, April 23 - 24, 2024 (Observance begins at sunset on Monday, April 22, 2024)
Seventh & Eighth Day of Passover	Monday & Tuesday, April 29 - 30, 2024
Eastern Orthodox Holy Friday	Friday, May 3, 2024
Shavuot	Wednesday & Thursday, June 12 - 13, 2024 (Observance begins at sunset on Tuesday, June 11, 2024)
Eid-al-Adha	Monday, June 17, 2024 (Observance begins at sunset on Sunday, June 16, 2024)
Juneteenth	Wednesday, June 19, 2024

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

Report Card Information and Dates

TO: All School Principals
 FROM: Daniel J. Evans, Ed.D., Associate Superintendent, Teaching and Learning Services
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2023-2024

May 2023

In order to ensure uniformity of dates for distribution of report cards for the school year 2023-2024, please distribute according to the schedule below. Alternative education students and exceptional education students will follow the schedule below for their grade levels.

ELEMENTARY (Grades K-5) STUDENTS

Mid Period Report (for those students needing a mid-term report- see note below)	End of Report Period	# of Days	Final Grades and Comment Codes Due in Portal	Report Cards Distributed
Tuesday September 12, 2023	Friday October 13, 2023	45	Friday - 4:00 p.m. October 20, 2023	Thursday October 26, 2023

Notify Parents of Potential Retention by Friday, February 9, 2024

Tuesday November 14, 2023	Thursday December 21, 2023	43	Friday - 4:00 p.m. January 12, 2024	Thursday January 18, 2024
Tuesday February 6, 2024	Friday March 8, 2024	42	Friday - 4:00 p.m. March 22, 2024	Thursday March 28, 2024
Monday April 22, 2024	Wednesday May 29, 2024	50	Wednesday - 4:00 p.m. May 22, 2024	Wednesday May 29, 2024

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

SECONDARY (GRADES 6-12) STUDENTS

Mid Period Report (for those students needing a mid-term report, see note below)	End of Report Period	# of Days	Final Grades	Report Cards
Tuesday September 12, 2023	Friday October 13, 2023	45	Friday - 4:00 p.m. October 20, 2023	Thursday October 26, 2023
Tuesday November 14, 2023	Thursday December 21, 2023	43	Friday - 4:00 p.m. January 12, 2024	Thursday January 18, 2024
Tuesday February 6, 2024	Friday March 8, 2024	42	Friday - 4:00 p.m. March 22, 2024	Thursday March 28, 2024
Monday April 22, 2024	Wednesday May 29, 2024	50	Thursday- 4:00 p.m. May 30, 2024	Tuesday June 4, 2024

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

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

INSTRUCTIONAL/ADMINISTRATIVE/PROFESSIONAL/TECHNICAL/SUPERVISORY

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

PAID

HOLIDAYS

EQUALIZED DAYS

SEPT 5	JUL 4	1	1				
NOV 24	NOV 21, 22		2	2	2	2	
DEC 26	NOV 23, 25	2	2	2	2	2	
JAN 2	DEC 27 - JAN 6	8	8	8	8	8	
MAR 16 (D)	JAN 16		1	1	1	1	
MAR 17	MAR 13 - MAR 17	3	4	4	4	3	
MAY 29 (D)	APR 7				1	1	
	Flexible Scheduling		8				
		14	26	17	18	17	0
	Checks Paid -	26.1	26.1	23.5	22.4	21.5	

* 12- and 11.5-month employees will receive 60% times their biweekly pay (5 days plus July 4). 11-month employees will receive 50% times their biweekly pay. 10.5-month administrators will receive 100% times their biweekly pay. 10-month teachers will receive 50% times their biweekly pay.

** Health insurance deductions begin on 08/26/22 and end on 05/19/23.

(A) 11.5-month employees will receive a normal biweekly check on 07/29/22 and 08/12/22.

(B) Online approvals due in by 12:00 noon. Approvals due in by 5:00 p.m. on all other dates.

(C) The five 12-month option summer pay dates for 10-month teachers are 6/16/23, 6/30/23, 7/14/23, 7/28/23 and 8/11/23

The four 12-month option summer pay dates for 10.5-month administrators are 6/16/23, 6/30/23, 7/14/23 and 7/28/23

The two 12-month option summer pay dates for 11-month administrators are 6/30/23 and 7/14/23

(D) March 16, 2023 is a paid holiday for 10-month employees only. May 29, 2023 is a paid holiday for 10.5-, 11-, 11.5- and 12-month employees only. All employees have six paid holidays.

Marzano Focused Teacher Evaluation Model

STANDARDS-BASED PLANNING

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

CONDITIONS FOR LEARNING

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

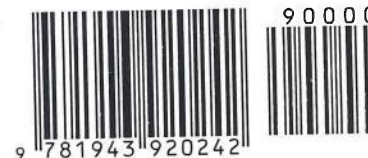
STANDARDS-BASED INSTRUCTION

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

PROFESSIONAL RESPONSIBILITIES

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

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Marzano Focused Teacher Evaluation Model: Desired Effects

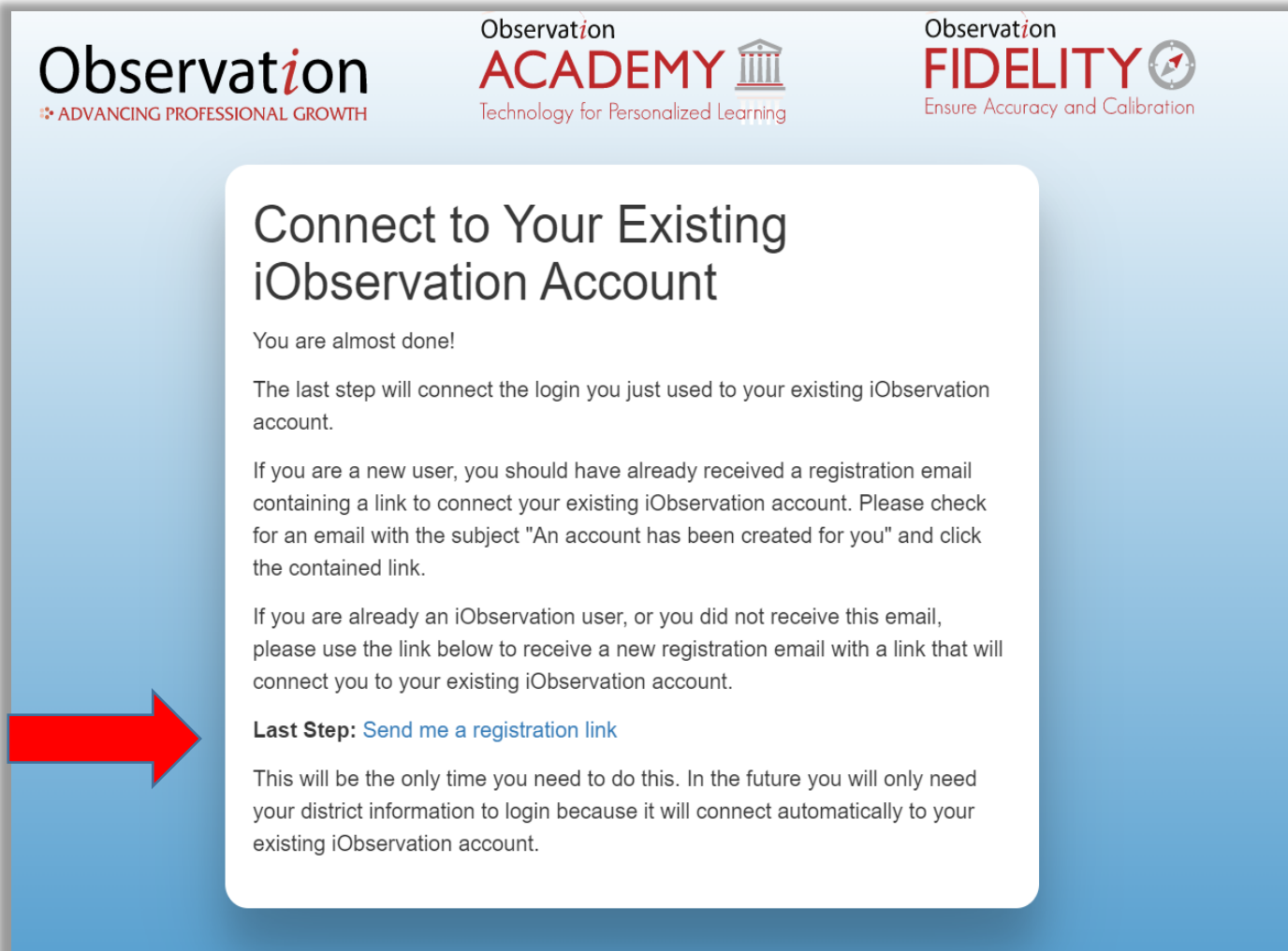
Standards-Based Planning	ELEMENT	DESIRED EFFECT
	Planning Standards-Based Lessons/Units	Teacher provides evidence of implementing lesson/unit plans aligned to grade-level standard(s) using learning targets embedded in a performance scale.
	Aligning Resources to Standard(s)	Teacher implements traditional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

Marzano Focused Teacher Evaluation Model: Desired Effects

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

First Time Login

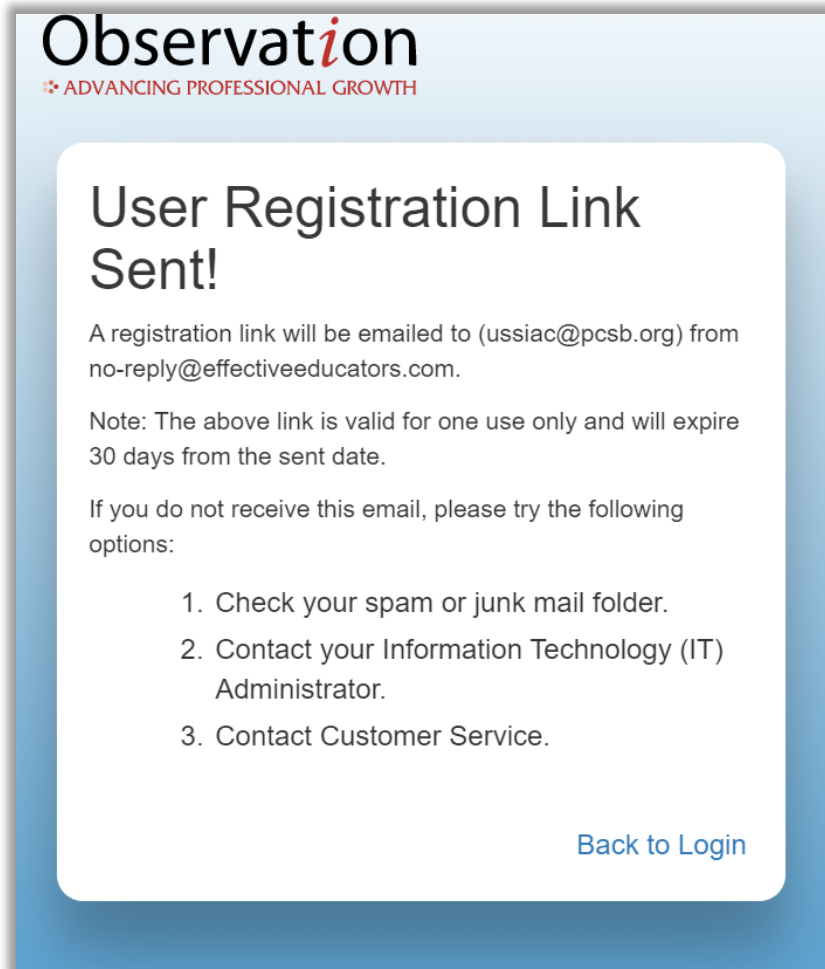
1. Go to <https://pcsb.ieobservation.com/iob/>
2. Click *"Send me the registration link"*



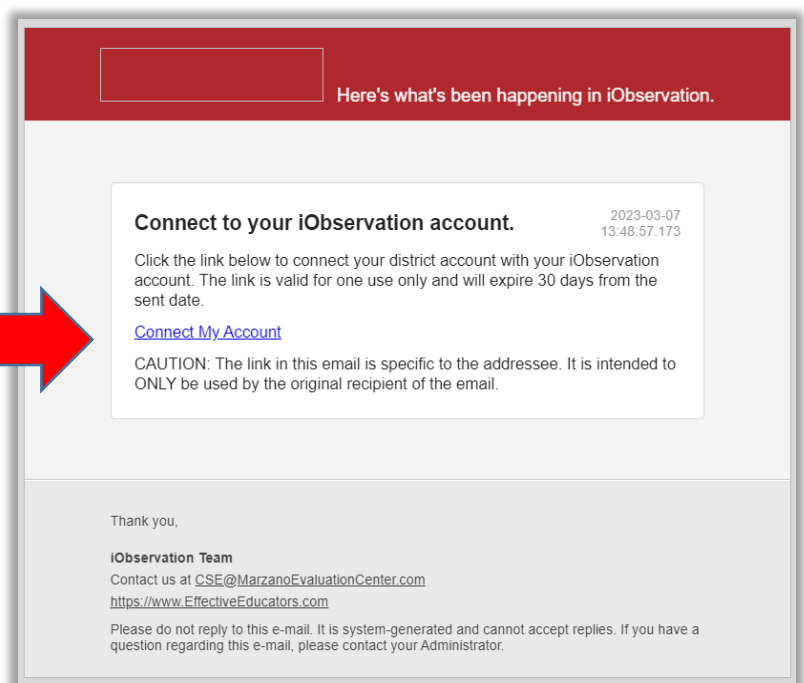
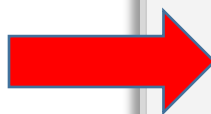
3. Select Register New User
 - a. Enter full PCS e-mail
 - b. Click submit

The screenshot shows the 'Register New User' form. At the top is the 'Observation' logo with the tagline 'ADVANCING PROFESSIONAL GROWTH'. The title of the form is 'Register New User'. Below the title is the instruction: 'Please enter your email address to receive a one-time registration link.' There is a label '*Email:' followed by a text input field with the placeholder 'Email Address'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

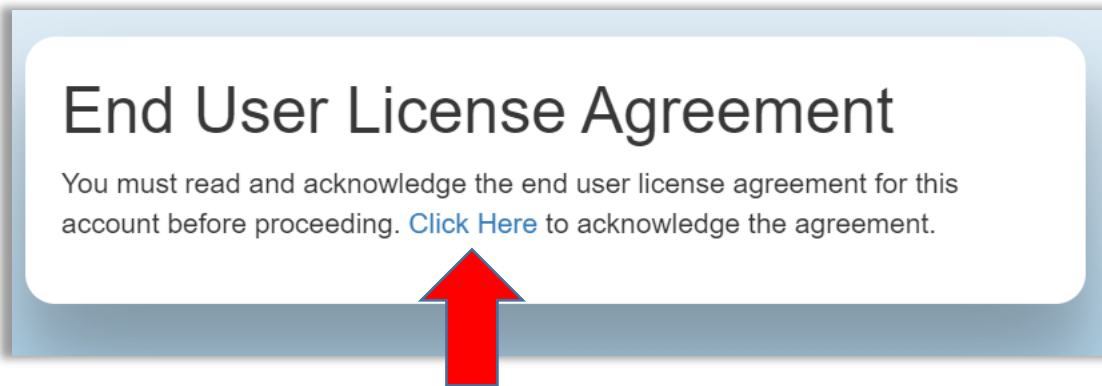
4. You will see this screen once your e-mail address has been submitted. Please check your PCS e-mail.



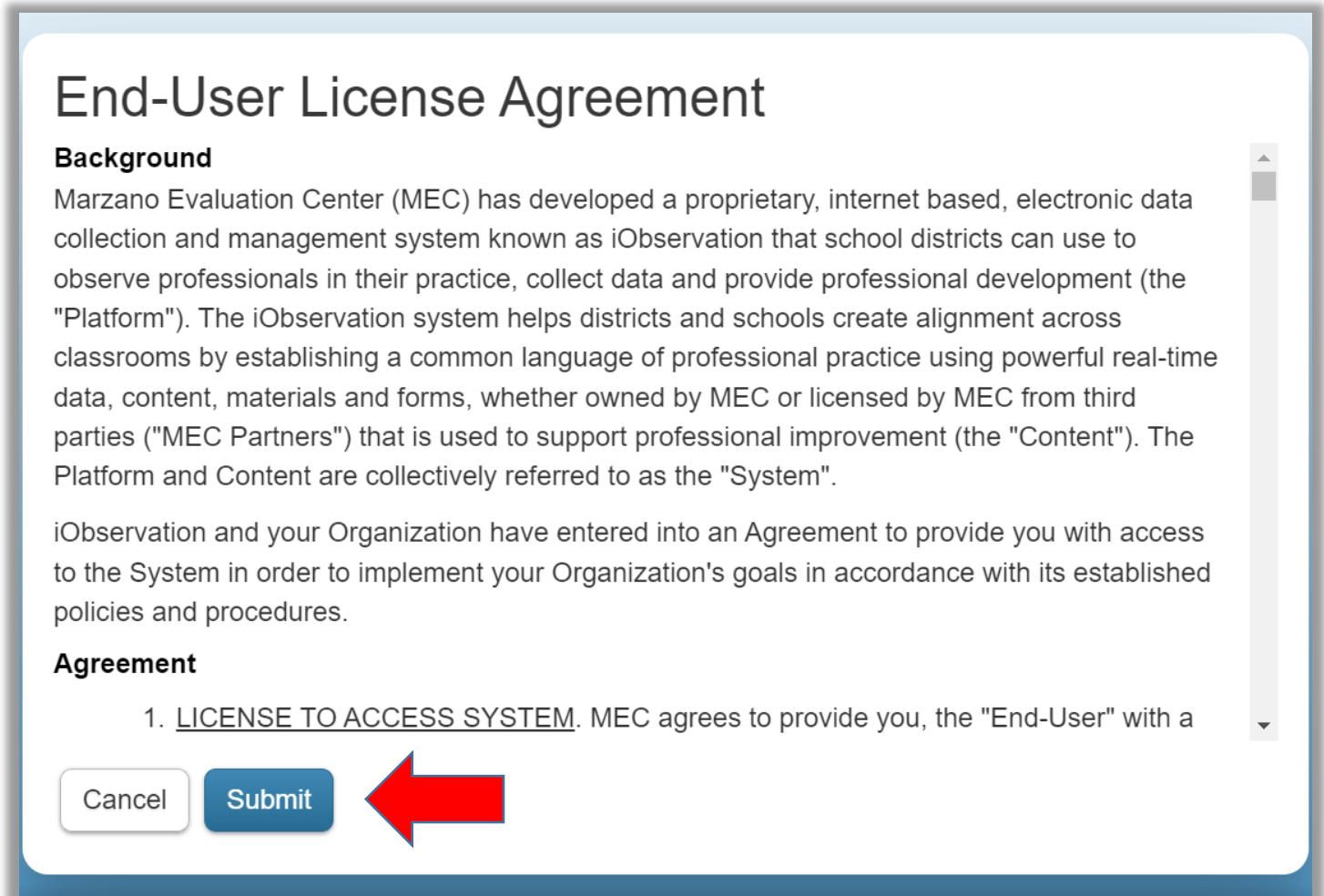
5. Open the e-mail from iObservation, then click *"connect my account"*



6. Select “*Click Here*” to acknowledge the agreement.



7. Review the End User License Agreement and click “*submit*”



8. Don't Panic if you see this screen!

Oops!

iObservation is experiencing a mild case of the hiccups. We've reported it to the team. Please try again in a bit.

If the problem continues:

- Please contact Customer Service to report the problem.

Follow these steps:

- a. Exit your browser
- b. Open new browser
- c. Go to <https://pcsb.ieobservation.com/iob/>

9. Welcome to leObservation!

The screenshot displays the iObservation web application interface. At the top, the logo "Observation" is followed by the tagline "ADVANCING PROFESSIONAL GROWTH". A navigation bar contains links for Home, Observations, Surveys, Collaborate, Growth, Resource Library, Reports, Evaluations, and Manage. The main content area greets the user with "Welcome, CHRISTINA" and a profile picture placeholder. Below this, there are four primary sections: "Observations" with links to "Conduct an Observation", "View completed observations", and "Start peer observation"; "Collaborate" with links for "Private Conferences" and "Group Discussions"; "Manage" with links to "Edit buildings" and "Create or edit user accounts"; and "First-Time Users" with a list of four steps for new users. A "Quick Start Guides" section at the bottom right lists seven guides, each with a right-pointing arrow icon.

Observation
ADVANCING PROFESSIONAL GROWTH

Home Observations Surveys Collaborate Growth Resource Library Reports Evaluations Manage

Welcome, CHRISTINA

Observations:

- ➔ [Conduct an Observation](#)
- ➔ [View completed observations](#)
- ➔ [Start peer observation](#)

Collaborate:

- ➔ Private Conferences:
[All conferences](#)
- ➔ Group Discussions:
[All discussions](#)

Manage:

- ➔ [Edit buildings](#)
- ➔ [Create or edit user accounts](#)

First-Time Users:

Welcome to iObservation! Start by following the steps below.

1. Download the [Getting Started Quick Start Guide](#) for help.
2. Upload your picture in [My Settings](#). You can also set notification preferences [here](#).
3. Read a brief introduction of the [Marzano Art and Science of Teaching Framework](#)
4. Download the [Observation Quick Start Guide](#) for help and begin [conducting an observation](#).

Quick Start Guides:

- ➔ [Getting Started Quick Start Guide](#)
- ➔ [Observation Quick Start Guide](#)
- ➔ [Conferences Quick Start Guide](#)
- ➔ [Discussions Quick Start Guide](#)
- ➔ [Resource Library Quick Start Guide](#)
- ➔ [Growth Plans Quick Start Guide](#)
- ➔ [Evaluator Quick Start Guide](#)
- ➔ [Exporting Evaluation Data Quick Start Guide](#)



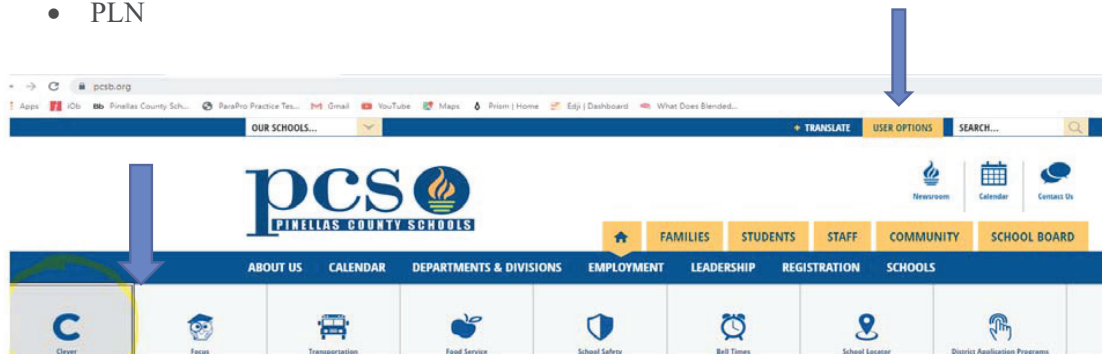
Curriculum Resources

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

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

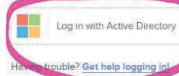
- Canvas
- Resource Center (where you will be able to locate and access modules for your courses and you can upload to Canvas)
- Nearpod
- Safari Montage
- Focus
- Teams
- PLN

Log in on the PCSB.org page



Pinellas County Schools

Not your district?



Having trouble? Get help logging in



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

Favorite resources



Canvas Log In

Top Applications



Canvas Log In



Resource Center



Log in Troubleshooting



Email Help



High School Enrichment Activities

Here's an example of what you may see

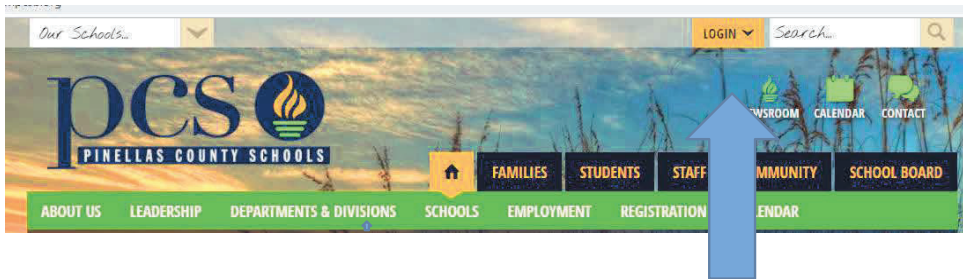


Professional Learning Network

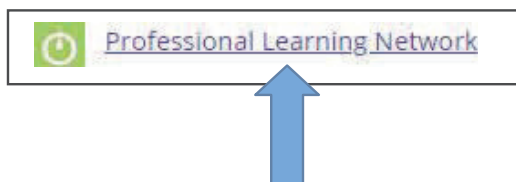
Professional Learning Network (PLN): The district uses PLN to keep track of all component points and training sessions you attend. If you find a session in which you are interested, you can sign up for the course in PLN and you will be added to the roster. Once you complete the course, the facilitator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

Or in address bar: pinellas.truenorthlogic.com

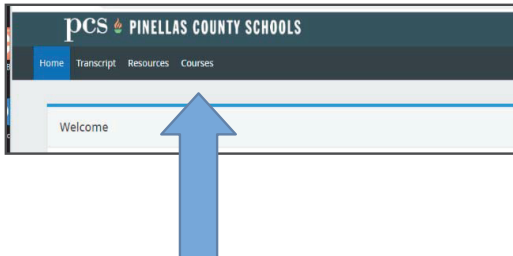
1. Log onto the PCS homepage.... click on Login or User Options... Then choose PCS Portal (Staff Only). You might have to sign in a second time after you choose PCS Portal.



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

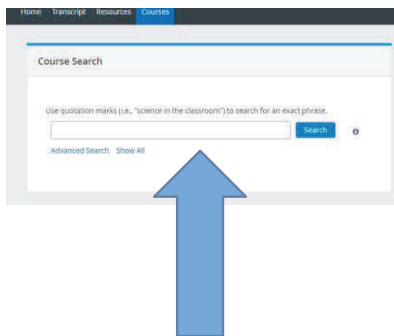


4. To register for a class click on Courses

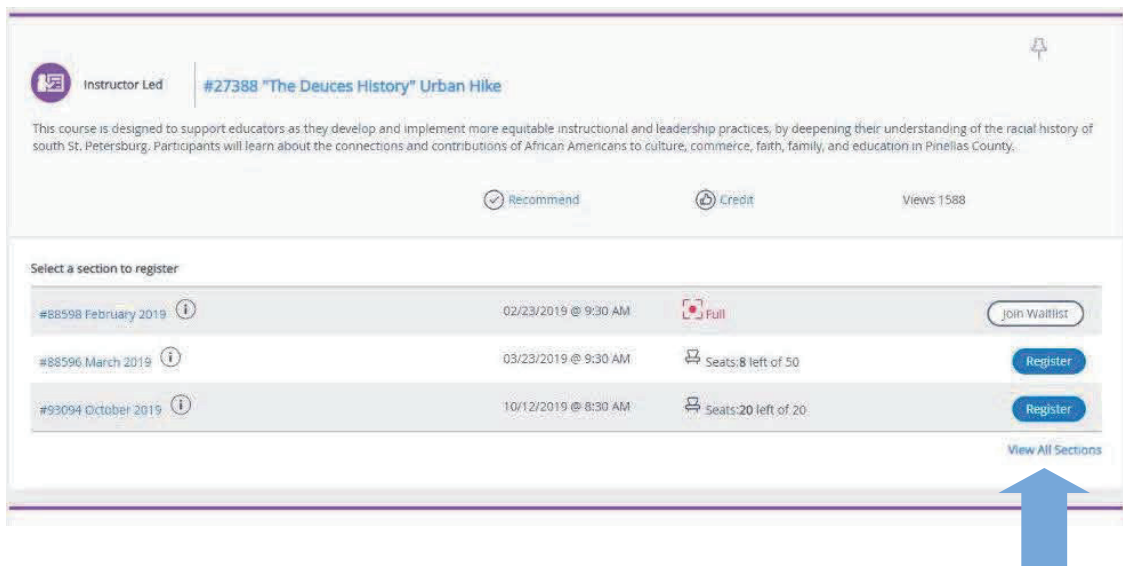




5. On your Courses Page you will find a “Course Search” Box. Enter a Course Number, Section Number or Title of the course you are looking for and click Search.



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



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

PCS DIGITAL LEARNING

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

Start

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

Menu

You will find your district digital resources at [Clever.com/in/pcsb](https://clever.com/in/pcsb). In Clever, you will have direct access to tools such as: Outboard, Focus, Professional Learning Network (PLN), iObservation (PCS Teacher Evaluation platform), and M365 apps including Outlook, PPT, Excel, SharePoint, and TEAMS. Canvas is our Learning Management System (LMS) and can be used as your digital classroom. Visit the Canvas Resource Center for grade/content specific curriculum resources.

Engage

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

Progress

Teachers have access to student assessment tools:

- Performance Matters
- Microsoft Forms
- Quizizz
- * Typing.com
- * Nearpod Quiz or Time-to-Climb
- * Lumio (Response, Shout it Out, Monster Quiz, and Exit Tickets)

Support

- School Based (LMTS): Library Media/Tech Specialist
- District Level (ITC): Instructional Tech Coach
- For technical issues submit a Tech Help Ticket (located on your desktop) or by going to techhelp2.pcsb.org
- Digital Learning's blog @ <http://techtoolbox.pcsb.org> has a list of approved resources and up to date information

TEACHERS ROCKING TECHNOLOGY

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

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

TO FIND OUT MORE VISIT THE LIVEBINDER

[Technology Livebinder Link](#)

CONTACT INFORMATION

Jessica Rey

ReyJ@pcsb.org



Florida Gulfcoast Associate Center
Serving Pinellas, Pasco, and Hernando Counties

www.fdlrsgulfcoast.org



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

Frequently Asked Questions:

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

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

2. How do I gain access to Performance Matters?

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

3. How do I log into Performance Matters?

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

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

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

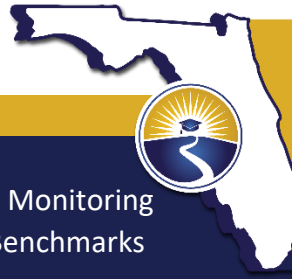
5. What types of assessments are administered through Performance Matters? District-created assessments such as cycle assessments, benchmark assessments, unit assessments, and common exams.

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

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

7. Where can I learn more about Performance Matters?

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



FAST

FLORIDA ASSESSMENT OF STUDENT THINKING

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

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

State testing windows for the 2023-24 school year:

- PM1: August 14–September 29 (K–2: August 7)
- PM2: December 4–January 26
- PM3: May 1–May 31 (K–2: April 15)

VPK–2 Administration

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

Grades 3–10 Administration

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

Remote Testing

- Available for grades VPK-10 during PM1 and PM2 and grades K-2 during PM3
- Available for students enrolled full-time in a virtual school program or for students who are hospital/homebound.
- Not available for grades 3-10 during PM3, grades 5 & 8 Science, EOCs, or retake administrations.

Sample Test Materials (STMs)

- Students in grades 3-10 may take a sample test by going to <https://flfast.org/families.html> and clicking the Take a Sample Test for Grades 3-10 tile.
- The calculator for Grades 7–8 Mathematics is available [here](#). The Grade 6 Mathematics calculator is available [here](#).
- STMs may not have a sample of every item typer, but the Florida Department of Education will continue to add item types as they become available.



Elementary Data System (EDS)

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

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

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

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

Below are examples of reports and information found in EDS:

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

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

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

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

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

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

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



School Site Information and Mentoring

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

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

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

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

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

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

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



Expectations to Consider

Beginning class

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

During class

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

End of class

- ☐ student dismissal
- ☐ students cleaning up the room

Out of class

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

Special situations

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



Acclimating to School Site

Organizing Your Classroom

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

To Start:

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

Classroom Seating:

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

Overall Classroom Set-Up:

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



Walls:

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

Create Your Classroom Management Plan

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

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

Study Your Content

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

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



The day before:

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

At home:

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

When Students Arrive

Beginning of class:

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

**During class:**

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

Introducing behavioral expectations:

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

After class:

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

Over The Next Few Days**During class:**

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



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

Other tasks:

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

Absence Management

Go to Clever: It will take you to a login page, use your credentials WITHOUT @pcsb.org to sign in. Scroll down the page until you see this icon:



Frontline
Education
Absence Ma...

CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

AbsencesClosed DayIn-Service Day

Create Absence3 Scheduled Absences1 Past Absences0 Denied Absences

Please select a dateNeed more options?Advanced Mode

April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Substitute RequiredYes

Absence ReasonSelect One

TimeFull Day07:00 AM to 03:00 PM

Notes to Administrator (not viewable by Substitute)255 character(s) left

Notes to Substitute255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose FileNo file chosen

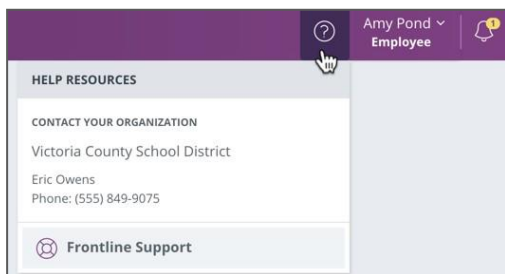
Shared Attachments

CancelCreate Absence

MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	General Information
Shared Attachments	Name: Amy Pond
Preferred Substitutes	Phone: 6105553747
Excluded Substitutes	Email Address: Apond@education.com
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your Account Settings .
	Address



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.



Signing In and Out of Outboard

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

Choose Location

Choose Department

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

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

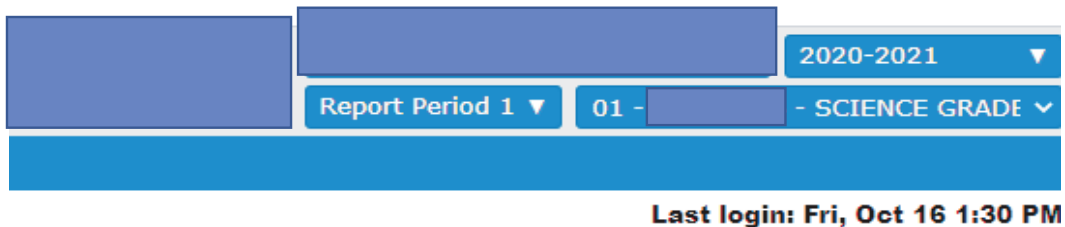


Taking Attendance in Focus

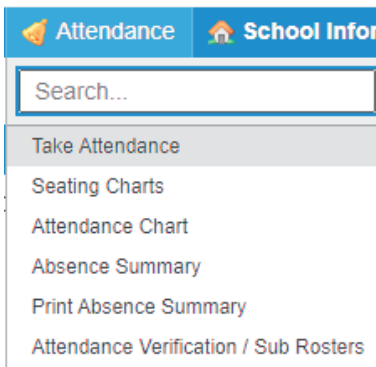
1. Log into Focus



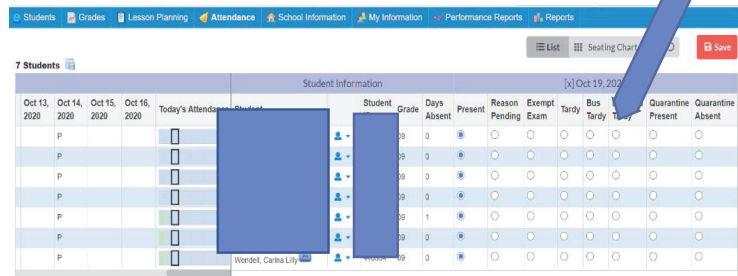
2. You can view the year, the course, the Report Period and the subject.



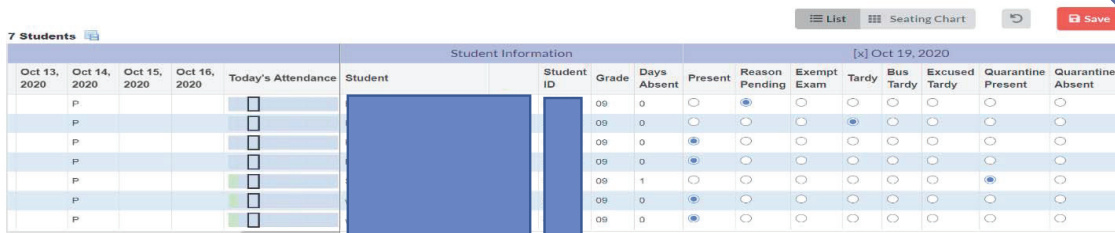
3. Click on "Take Attendance"



4. Take attendance by clicking the radio buttons



5. Here is what it will look like when you've taken attendance. Remember to click "save."





2023-2024

New to PCS Instructional Hires

Required Courses	Enrichment Courses
<p>Complete before the first day at school site:</p> <p><input type="checkbox"/> Active Threat (online-1 hour) 29229</p> <p><input type="checkbox"/> Ethics (online-2 hours) 32086</p> <p><input type="checkbox"/> PCS Digital Ecosystem (online-2 hours) 30842</p> <p>❖ PCS Digital Ecosystem is not required if completed at Embrace Pinellas Summer 2023</p>	<p><input type="checkbox"/> Deliberate Practice Creation (online-3 hours) 27790</p>
<p>Complete before first evaluation:</p> <p><input type="checkbox"/> Marzano Overview (online-2 hours) 30804</p>	<p><input type="checkbox"/> The First Days of School: How to be an Effective Teacher by Harry Wong (12 hours- 3hrs per quarter) 32050</p>
<p><input type="checkbox"/> Youth Mental Health First Aid (6 hours) 29116</p>	<p><input type="checkbox"/> Restorative Practices (12 hours) various</p>
<p>Complete required Period of Contract Agreement courses:</p> <p><input type="checkbox"/> Refer to Period of Contract Agreement (POCA) LINK to Employee Self Service (ESS)</p>	<p><input type="checkbox"/> Foundations: Re-envisioning the Learning Environment (3 hours) 30800</p>

If you have any questions, please contact Kathy Beauregard at beauregardk@pcsb.org or 727-588-6224



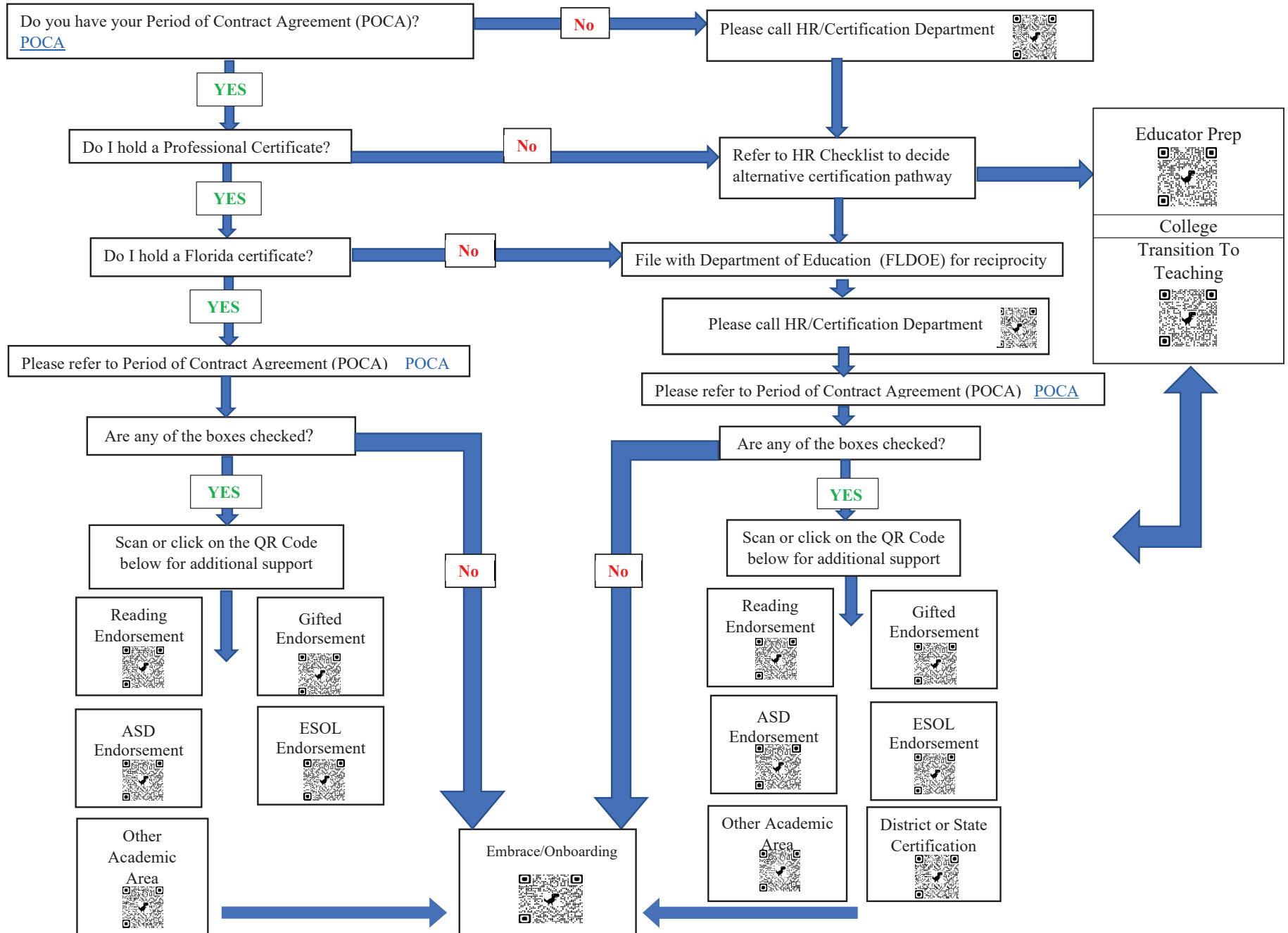
2023-2024

New to PCS School Counselor and Library Media Technology Specialist

Required Courses	Enrichment Courses
<p>Complete before the first day at school site:</p> <p><input type="checkbox"/> Active Threat (online-1 hour) 29229</p> <p><input type="checkbox"/> Ethics (online-2 hours) 32086</p> <p><input type="checkbox"/> PCS Digital Ecosystem (online-2 hours) 30842</p> <p>❖ PCS Digital Ecosystem is not required if completed at Embrace Pinellas Summer 2023</p> <p>▪ LMTS ONLY</p>	<p><input type="checkbox"/> Restorative Practices (12 hours) various</p>
<p>Complete before first evaluation:</p> <p><input type="checkbox"/> Marzano Overview (online-2 hours) 30804</p> <p>❖ Non-Classroom Section</p>	
<p><input type="checkbox"/> Youth Mental Health First Aid (6 hours) 29116</p>	
<p>Complete required Period of Contract Agreement courses:</p> <p><input type="checkbox"/> Refer to Period of Contract Agreement (POCA) LINK to Employee Self Service (ESS)</p>	

If you have any questions, please contact Kathy Beauregard at beauregardk@pcsb.org or 727-588-6224

Professional Development Flowchart





FLDOE CERTIFICATION REQUIREMENTS

PROFESSIONAL CERTIFICATE	This is the standard certificate issued by the FL Department of Education Five year renewable certificate
	120 professional development hours are required to renew or college coursework (sixty professional development hours = three semesters of college)
	Earned during the validity period of the certificate
	Of the 120 professional development hours, 20 professional development hours (or one semester hour of college) must be Students with Disabilities/Exceptional Student Education
	For teachers with a validity period starting July 1, 2020, hold subject certification in: Elementary Education K-6 or Elementary Education 1-6 Prekindergarten/Primary Education, Age 3-Grade 3 Primary Education K-3 English 1-6 Middle Grades English 5-9 Middle Grades Integrated Curriculum Reading K-12 Reading Endorsement ESOL K-12, and renewing your certificate by June 30, 2025, must take two-credit hours (or 40 hours of professional development) in the use of explicit, systematic, and sequential approaches to reading instruction, developing phonemic awareness, and implementing multisensory instruction.
TEMPORARY CERTIFICATE	This is the certificate issued to teachers who hold a valid Official Statement of Eligibility
	Three-year non-renewable
	Must meet the requirements of the Official Statement of Eligibility within the validity period of the temporary certificate
	Requirements may include:
	Exams: General Knowledge Test, Professional Education Examination, and Subject Area Examination
	One calendar school year of practical experience in teaching
	End-of-year effective or highly-effective evaluation completed by your principal
	Professional preparation coursework requirements (completed through college coursework, Transition to Teaching, etc.)

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



FLDOE CERTIFICATION REQUIREMENTS (continued)

RESTRICTED CERTIFICATE	Specifically for educators serving in a capacity other than that of classroom teachers. This only includes the following subject areas:
	Educational Media Specialist School Counseling School Psychologist School Social Work Speech Language Impaired
	Refer to the Official Statement of Eligibility for Restricted Certificate requirements.
WEBSITES TO VISIT	
Certification and Endorsements	https://www.pcsb.org/Domain/196 https://pinellascountyschools.sharepoint.com/sites/WelcometotheCertificationSharePointSite
Florida Teacher Certification Examinations	http://www.fl.nesinc.com/
Florida Department of Education	http://www.fldoe.org/teaching/certification/ https://flcertify.fldoe.org/datamart/mainMenu.do http://www.altcertflorida.org/
PCS Certification Team	Email us at certification@pcsb.org Erika Hobbs Credentialing Coordinator Eunice Bajkowsky, Human Resources Specialist Lisa Jensen, Certification Clerk



Selected State Alternative Certificate Pathways & Routes

Do you hold a Professional Teaching Certificate?

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

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

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

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

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

This is an excerpt from an official statement of eligibility:

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

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

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

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



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

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



Transition To Teaching Frequently Asked Questions

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

A: Transition To Teaching (TTT)

- This program is for newly hired elementary, secondary, and Career Technical teachers who qualify for a temporary certificate. The professional development program is designed for the new teacher to earn a professional teaching certificate (state or district) in lieu of going back to college.

Q: What are the state qualifications to enter TTT?

A: Below are the qualifications required to begin TTT for certification:

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

Q: How much does the TTT cost?

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

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

Q: What courses are part of TTT?

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

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

Q: What else is required for TTT?

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

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



Transition To Teaching Frequently Asked Questions (continued)

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

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

Q: How do I sign up for TTT?

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

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

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

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

websites at:

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

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



Transition To Teaching Frequently Asked Questions (continued)

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

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

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- Florida Department of Education: <http://www.fldoe.org/teaching/certification/general-cert-requirements/professional-preparation-edu-competenc.shtml>
- For additional Alternative Pathways please visit the state of Florida Department of Education

websites at:

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

- Contact Pamela Kasardo, Senior Professional Development & TTT Program Coordinator

E-mail: kasardop@pcsb.org

Phone: 727-588-6000 ext. 1946



Pinellas County Schools Acronyms

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



Pinellas County Schools Acronyms

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



Employee Services Contact Information

Administration Building Main Line: 727-588-6000

Service	Contact	Telephone	Email Address
Human Resources			
Administrative Services and E07+	Michele Stetz	727-588-6278	stetzm@pcsb.org
Certification/Compliance Services	Eunice Bajkowsky	727-5886576	bajkowskye@pcsb.org
	Lisa Jensen	727-588-6275	jensenli@pcsb.org
Compensation Services	Carly Ferguson	727-588-6286	fergusonca@pcsb.org
Instructional Services (Includes TZ Schools)	Loretta Spicer - Area 1 & 4	727-588-6334	spicerlo@pcsb.org
	Deneen Wyman - Area 2 & 3	727-588-6292	wymand@pcsb.org
Leave of Absence Services - pcsleaves@pcsb.org			
Schools and Sick Leave bank/LOA	Megan Romano	727-588-6289	romanom@pcsb.org
WPSC	Theresa Hooker	727-588-6376	hookert@pcsb.org
Support Services			
Area 1 & 4	Sherrie Bennett	727-588-6382	bennettshe@pcsb.org
Area 2 & 3	Louise Gunter	727-588-6378	gunterl@pcsb.org
Substitute Placement Services: (AESOP)	Cheryl Keys	727-588-6270	keysc@pcsb.org
Long Term Subs:	Connie Morris	727-588-5134	morrisco@pcsb.org
Substitute's fingerprinting and onboarding	Laura Joy	727-588-5138	joyl@pcsb.org

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

Employee Records Employment verifications, teacher service verification to other districts, etc. at pcsbrecordsrequest@pcsb.org

Name Changes:

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

Help Desk: 727-588-6060

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

ESOL Office	Ramona Zambrano	727-588-6341	zambranor@pcsb.org
Office of Professional Standards	Theresa Garbutt-Wilkes	727-588-6472	garbutt-wilkest@pcsb.org
Payroll Department			
Direct Deposit and W-4's, Support Summer Savings program	Kelly Bowlin	727-588-6162	
	Lateka Chance	727-588-6162	
Professional Development			
Certificate of Distinction I & II	Jenieff Watson	727-588-6224 x6223	watsonje@pcsb.org
Certification Clerk	Natalie Geldern	727-588-6224 x3063	geldernn@pcsb.org
Embrace Pinellas and Mentors and Early Career Development Program	Kathy Beauregard	727-588-6224 x1940	beauregardk@pcsb.org
Professional Learning Network	Christina Ussia	727-588-6224 x3097	ussiac@pcsb.org
Classroom Management	Lisa Brackney	727-588-6224 x 1419	brackneyl@pcsb.org
Springboard	Karen Collier	727-588-6224 x1909	collierka@pcsb.org
Marzano Training, Evaluation Support	William Aligood	727-588-6224 x1320	aligoodw@pcsb.org
Risk Management and Insurance 727-588-6195			
Employee Wellness	Caleigh Bean	727-588-6031	beanc@pcsb.org
Health Insurance and Benefits	Health Insurance and Benefits	727-588-6197	
Retirement Team	Health Insurance and Benefits	727-588-6214	
Safety & Loss Prevention	John Scacca	727-588-6078	scaccaj@pcsb.org
Tax-Sheltered Annuity	Sheri Phillips	727-588-6141	phillipssh@pcsb.org
Worker's Compensation	Health Insurance and Benefits	727-588-6196	

Union Dues:

PASA and PCEPA : T.B.A 727-588-6278 - PCTA: Loretta Spicer 727-588-6334 - Area 1 & 4; Deneen Wyman 727-588-6292 - Area 2 & 3 PESPA, SEIU/FPSU or FOP: Area 1 & 4 Sherrie Bennett 727-588-6382 / Area 2 & 3 Louise Gunter 727-588-637

Walter Pownall Service Center Main Line: 727-547-7100