

Who do we make check out to?	University of Florida
Who will send invoice to Don Kincaid?	Contracts and Grants Accounting Services 123 Grinter Hall Gainesville, FL 32611
Notes:	

11. Scope of Work and/or Deliverables:

Scope of Work:

March 31-May 31, 2015

UF faculty staff and students who are collaborating on PBIS activities will do the following:

1. Complete the New Collaborator Orientation
 - a. Develop an understanding of Project policies and procedures
 - b. Learn how to access and utilize technology for completion of tasks
 - c. Review Project training and TA materials
2. Become familiar with the four districts that will be supported
 - a. Review documentation of district plans and data
 - b. Discuss history and status of the districts with current staff
 - c. Shadow experienced staff to learn practices
 - i. District YIPs
 - ii. Coaching meetings
 - iii. End Year Evaluation oversight
 - iv. Summer Training planning/preparation
3. Participate in monthly staff meetings on-site or remotely through phone & Adobe Connect.
4. Provide technical assistance to Levy, Marion, Alachua and Gilchrist county schools by means of the identified PBS District Coordinator following the protocol provided by the PBS Project.
5. Participate in a monthly meeting with identified project coordinator to provide updates on activities related to the four districts.
6. Participate in Classroom Coaching Guide workgroup activities as scheduled

June 1-August 31, 2015

****Continued carry over of items #1-6 outstanding from March 15-May 31 – Training and orientation will continue throughout this period in addition to communication and service to districts as outlined above.**

UF faculty staff and students who are collaborating on PBIS activities will do the following:

1. Participate in training of school leadership teams with experienced staff
 - a. Train the trainer process
 - b. Assist with paperwork to learn process
2. Receive training in the Model School review process
3. Co-submit a proposal to the APBS Conference for 2016
4. Participate in monthly staff meetings on-site or remotely through phone & Adobe Connect.

5. Provide technical assistance to Levy, Marion, Alachua and Gilchrist county schools by means of the identified PBS District Coordinator following the protocol provided by the PBS Project.
6. Participate in a monthly meeting with identified project coordinator to provide updates on activities related to the four districts.
7. Participate in Classroom Coaching Guide workgroup activities as scheduled

PO Payment

This total amount for this PO is \$25,000.00.

UF may request payment for a portion of the purchase order after May 31, 2015 for the activities listed under the section “March 31-May 31, 2015” above.

UF may request payment for the final portion of the purchase order by August 31, 2015 for the activities listed under the section “June 1-August 31, 2015” above.

UF will invoice USF, via Don Kincaid.

Deliverables

1. Submit activity reports via Zoho Creator by the last day of each month.
2. Submit documentation of trainings and meetings with districts within 1 week of events (e.g. sign-in sheets, evaluation forms)
3. **Provide quarterly narrative of activities submitted with the invoice.**

11. Budget Information: This is a fixed price purchase order based on completion of deliverables used for supporting training and technical assistance to school districts.