



DES of Florida, LLC

This Letter Purchase Order (LPO) for Services is issued pursuant to Agreement No. DESF 061463-SBCC between Clay County School Board (Buyer) and DES of Florida, LLC (Seller). Buyer hereby authorizes Seller's contractor to perform the following described Services:

Scope of Work: Florida Youth Challenge Academy, Dept. of Juvenile Justice & Dropout Prevention Seven Positions: Per Attached position descriptions.

GED Instructors: 5 Positions

Agriculture Instructor: 1 Position 210 days

Credit Recovery Instructor: 1 Position

2. **Seller Contact:** Roy F DeCastro
DES of Florida LLC
PO Box 13935
Tallahassee, Florida 32317-3935
Phone: 850-893-1315
Fax: 850-894-1313

3. **Buyer Contact:** Mrs. Bertha Staefe, CPPB
900 Walnut Street
Green Cove Springs, Florida, 32043
Phone: 904-529-4894

4. **LPO Term:** July 01, 2016- June 30, 2017. This LPO may be terminated by Buyer upon fifteen (15) days written notice to the Seller and provided, however, that such termination by Buyer shall not become effective until any/all work and transfer of knowledge specified in subject LPOs in effect at the time of said termination notice either has been completed by Seller or terminated by Buyer.

5. **LPO Cost:** Total cost, excluding expenses, shall not exceed \$314,977.00. Invoices shall be billed monthly in the amount of \$29.79 per billable hour, 7.5 hours per day will vary as needed, with a maximum of 200 days, and one position at 210 days. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. For the term of this LPO there shall not be any paid Vacation, sick/personal and Holidays. Any and all expenses must be pre-approved by the Superintendent or his designee and will be reasonable, verifiable, and documented.

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PRIVATE/PROPRIETARY/LOCK  
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE Clay County School Board  
EXCEPT PURSUANT TO A WRITTEN AGREEMENT. MUST BE STORED IN LOCKED FILES WHEN NOT IN USE.

6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to the LPO number, shall be submitted to the Buyer Contact listed in Item 3 of this LPO.

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and will be further defined on an on-going basis throughout the term of this LPO and due as requested by the Buyer Contact listed in this LPO.

**DES OF FLORIDA, LLC**

By:   
(Authorized Signature)

Name: Roy F. DeCastro 07-11-2016  
Date

Title: Managing Partner

**CLAY COUNTY SCHOOL BOARD**

By: \_\_\_\_\_  
(Authorized Signature)

Name: Johanna McKinnon \_\_\_\_\_  
Date

Title: Chairman of the Board

By: \_\_\_\_\_  
(Authorized Signature)

Name: Charles VanZant \_\_\_\_\_  
Date

Title: Superintendent



## **DES of Florida, LLC**

### **Position: Agriculture Instructor**

#### **Scope of work**

**This description of the scope of work is to list a general overview of the work that is intended for this position. It is not intended to be all encompassing and will change as the needs of the district change.**

*A teacher in the Agriculture, Food and Natural Resources program must perform many duties to facilitate a successful program. It is the responsibility of the teacher to organize and conduct an instructional program that will:*

- Improve the quality of Agriculture, Food and Natural Resources education instruction, counseling, management, and leadership to produce success for all students;
- Use strategies for integrating academic and Agriculture, Food and Natural Resources education;
- Contribute to the educational objectives of the public school system by providing information to Agriculture, Food, and Natural Resources students about career pathways as a guide to achieving necessary skills for continued education and employment;
- Provide students with educational and equitable experiences leading to career preparation, continued education, and employment;
- Enhance youth leadership and FFA as an integral part of instruction;
- Provide students with the knowledge and skills necessary to compete in a global economy; and
- Inform students about agriculture and agricultural literacy.

#### **Responsibilities and duties of this position include, but are not limited to:**

- Establish a classroom climate conducive to learning while maintaining classroom management.
- Demonstrate an interest in and willingness to assist students inside and outside the classroom.
- Demonstrate personal enthusiasm and generate student enthusiasm in learning.
- Attend up to twenty (20) additional FLYCA days of cadet preparation to include: (4) Field Trips, (2) Family Days, (2) Graduations, (2) Indoctrinations, (6) Planning Days, and (4) Recruitment Days,
- Demonstrate proper planning & preparation for instruction through the use of lesson plans submitted to the Principal weekly.

- Demonstrate general knowledge of the subject area and testing requirements for student success.
- Provide for students of varying ability through the use of multiple activities, techniques, questions, materials and student input (compensate for individual deprivations).
- Exhibit good ethical judgment with regard to personal feelings of colleagues, parents and students.
- Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues, students and program officials.
- Evaluate each student's academic progress and keep appropriate records through the use of technology resources.
- Perform other duties as requested by the Principal.

**Required Qualifications:**

- Must have a valid college degree in a core academic area.
- Experience teaching subject area and familiarity with current standards.



## DES of Florida, LLC

### Position: Credit Recovery Instructor

#### Scope of work

**This description of the scope of work is to list a general overview of the work that is intended for this position. It is not intended to be all encompassing and will change as the needs of the district change.**

*A Credit Recovery Instructor instructs and evaluates students in the credit recovery program to earn lost credits.*

- Provide coaching, goal setting and assistance to students that lead to course completion in academic courses.
- Provide support to students, parents and guardians who will benefit from earning high school credits towards graduation
- Assist in the development of an intervention plan for each identified student for the purpose of ensuring student success in meeting requirements to obtain credits.
- Direct services designed to assist students for the purpose of helping students successfully complete high school.
- Establish a classroom climate conducive to learning while maintaining classroom management.
- Demonstrate an interest in and willingness to assist students inside and outside the classroom.
- Demonstrate personal enthusiasm and generate student enthusiasm in learning.
- Attend up to twenty (20) additional FLYCA days of cadet preparation to include: (4) Field Trips, (2) Family Days, (2) Graduations, (2) Indoctrinations, (6) Planning Days, and (4) Recruitment Days.
- Demonstrate proper planning and preparation for instruction through the use of lesson plans submitted to the Principal weekly.
- Demonstrate general knowledge of the subject area and testing requirements for student success.
- Provide for students of varying ability through the use of a multiple activities, techniques, questions, materials and student input (compensate for individual deprivations).
- Exhibit good ethical judgment with regard to personal feelings of colleagues, parents and students.

- Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues, students and program officials.
- Evaluate each student's academic progress and keep appropriate records through the use of technology resources.
- Perform other duties as requested by the Principal.

**Required Qualifications:**

- Must have a valid college degree in a core academic area.
- Experience teaching subject area and familiarity with current standards.



## DES of Florida, LLC

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### Position: High School Equivalency (GED) Teacher

#### Scope of work

**This description of the scope of work is to list a general overview of the work that is intended for this position. It is not intended to be all encompassing and will change as the needs of the district change.**

*The GED Teacher is responsible directly to the FLYCA Principal for the curriculum-based instruction, supervision and evaluation of students.*

- Establish a classroom climate conducive to learning while maintaining classroom management.
- Demonstrate an interest in and willingness to assist students inside and outside the classroom.
- Demonstrate personal enthusiasm and generate student enthusiasm in learning.
- Attend up to twenty (20) additional FLYCA days of cadet preparation to include: (4) Field Trips, (2) Family Days, (2) Graduations, (2) Indoctrinations, (6) Planning Days, and (4) Recruitment Days,
- Demonstrate proper planning & preparation for instruction through the use of lesson plans submitted to the Principal weekly.
- Demonstrate general knowledge of the GED subject area and testing requirements for student success.
- Provide for students of varying ability through the use of multiple activities, techniques, questions, materials and student input (compensate for individual deprivations).
- Exhibit good ethical judgment with regard to personal feelings of colleagues, parents and students.
- Communicate effectively with others and exhibit a willingness to share ideas and talents with colleagues, students and program officials.
- Evaluate each student's academic progress and keep appropriate records through the use of technology resources.
- Perform other duties as requested by the Principal.

**Required Qualifications:**

- Must have a valid college degree and current certification in a core academic area.
- Experience teaching subject area and familiarity with current GED standards.