



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

### Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2112

727/ 774-2221 TDD: 813/794-2484

352/ 524-2221 e-mail: [mwoodall@pasco.k12.fl.us](mailto:mwoodall@pasco.k12.fl.us)

June 18, 2013

### MEMORANDUM

TO: Honorable School Board Members

FROM: Michael Woodall, CPPO, Purchasing Agent 

RE: Third Year of Three-Year Agreement  
Keiser University

The School District has an Occupational Therapy Assistant agreement with Keiser University in order to provide clinical experiences to college students in a school-based setting. There is no cost associated with this agreement. Please reference the attached memo from Melissa Musselwhite, Director of Student Support Programs and Services.

At this time, we respectfully request your approval to enter into the third year of the three-year agreement with the above-referenced entity. This agreement is renewable annually based upon mutual agreement of both parties. The above-referenced facility has agreed in writing to enter into the third year of the agreement (attached). The third year renewal will cover the period of July 1, 2013 through June 30, 2014.

Should you have any questions regarding this matter, please contact Melissa Musselwhite or me at your earliest convenience.

MW/mv

Attachments

Date/Time: June 12, 2013 09:10:00



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Office for Student Support Programs and Services  
April Stephenson, Bookkeeper  
813/ 794-2764 727/ 774-2764  
352/ 524-2764 Fax: 813/ 794-2117  
e-mail: astephen@pasco.k12.fl.us

MEMORANDUM  
ESE-12/13-AS-052

**DATE:** June 18, 2013

**TO:** Michael J. Woodall, CPPO, Purchasing Agent

**FROM:** April Stephenson, Bookkeeper of Student Support Programs and Services  
Melissa Musselwhite, Director of Student Support Programs and Services *mm*

**RE:** Agreement Renewal Request (2013-2014) (Year 3 of 3)

The Office for Student Support Programs and Services is requesting School Board approval of the attached agreement renewal request. This agreement allows college students participating in the Occupational Therapy Assistant Program to obtain clinical experience in a school-based setting while allowing the District to improve its overall educational program by providing opportunities for students to integrate academic theory with practical applications. Renewing will allow these opportunities to continue. The renewal is detailed below.

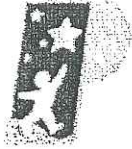
**Third Year Renewal of a Three-Year Agreement – Third year period: July 1, 2013 through June 30, 2014**

Contract Number	University Name	Address
2013000987	Keiser University, Tampa Campus	5225 Memorial Highway in Tampa

Cost: \$0.00

Thank you for your assistance with this request.

MM/as



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**AGREEMENT RENEWAL REQUEST**

**AGREEMENT (Year 1 of 3) – School Board Approved on August 16, 2011**

**AGREEMENT (Year 2 of 3) – School Board Approved on June 19, 2012**

**AGREEMENT**

between

**Keiser University, Tampa Campus**

**5225 Memorial Highway**

**Tampa, Florida 33634**


and

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

Yes, I agree to renew the AGREEMENT under the same terms and conditions as the existing agreement. The *third year renewal* period shall be from **July 1, 2013** through **June 30, 2014**.

No, I do not agree to renew the AGREEMENT.

Company Name: **Keiser University, Tampa Campus**

Signature:  Date: 5/22/13

Typed Name and Title: BRANDON BARNHILL, CAMPUS PRESIDENT

DATE DUE: PLEASE FAX OR E-MAIL NO LATER THAN ASAP.

Please return to: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
Attention: April Stephenson  
Office for Student Support Programs and Services  
7227 Land O'Lakes Boulevard  
Land O'Lakes, FL 34638  
(813) 794-2764 (Phone)  
(813) 794-2117 (Fax)

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Board Chair

\_\_\_\_\_  
Date