



Florida School Recognition Program (A+ Fund) Checklist

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The following process must be successfully completed by February 1, 2023. Florida Statute 1008.36 states that, “If school staff and the School Advisory Council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school.” For clarification purposes, a classroom teacher is one who is assigned to a classroom with students on a daily basis.

Actions & Required Documents	1 st Meeting	2 nd Meeting (if applicable)	3 rd Meeting (if applicable)
School Advisory Council (SAC) Meeting	Date:	Date:	Date:
Create written proposals in the form of a ballot for the allocation of the funds			
Ballot consists of 1 or 2 options and “None of the above”			
Conduct a vote of SAC membership to approve the proposal(s) and record results in the minutes (must have all required members and a quorum)			
General Staff Vote	Date:	Date:	Date:
Advertise the written proposal (ballot) to the entire staff at least 3 full business/workdays prior to the vote			
Staff votes by secret ballot on the proposal			
Proposal with the majority of votes (51% or more) will be implemented If “None of the above” receives a majority of the votes, SAC reconvenes to restart the process.			
SAC Upload Center Documentation (provide for each meeting and vote)	Date:	Date:	Date:
SAC Agenda			
SAC Meeting Minutes			
SAC Sign-In Sheets (must meet quorum)			
SAC Approved Ballot Copy			
Staff Flyer Announcing the Vote			
Staff Voting Results			
Staff Voting Signature Sheets			

* All documents must be uploaded as a PDF

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