



# Florida School Recognition Program (A+) Checklist

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The following process must be successfully completed by Thursday, February 1, 2024. 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.

<b>Action</b> (Must happen in the order presented)	<b>Required Documents</b> SAC Upload Center Documentation (provide for each meeting) <i>*All documents must be uploaded as a PDF</i>	<b>1st Meeting</b>	<b>2nd Meeting</b> (if applicable)	<b>3rd Meeting</b> (if applicable)
<b>School Advisory Council (SAC) Meeting</b>		Date:	Date:	Date:
Advertise meeting <u>to all stakeholders at least three (3) full business/workdays prior</u> to the meeting.  SAC meets to discuss and create ballot from stakeholder’s proposals.  Create written proposals in the form of a ballot which consist of 1 or 2 proposals and <b>“None of the above”</b> for the allocation of the funds.  Conduct a vote (only SAC committee members) to approve the ballot and record results of vote in the minutes.  A <b>quorum must be met</b> for voting to occur.	<b>SAC Meeting Advertisement w/Agenda</b> <ul style="list-style-type: none"> <li>At least 1 form of advertisement (Flyer, school website, newsletter, email, Parent Link, etc.)</li> <li>Advertisement must include <b>agenda</b>, date, time and location of meeting</li> </ul>			
	<b>SAC Meeting Agenda</b> <ul style="list-style-type: none"> <li>“Florida School Recognition Program (A+) Proposals and Ballot Creation” is shown as a topic</li> </ul>			
	<b>SAC Meeting Minutes</b> <ul style="list-style-type: none"> <li>Must reflect discussion of Florida School Recognition Program (A+) proposals and ballot creation</li> </ul>			
	<b>SAC Meeting Sign-In Sheets</b> <ul style="list-style-type: none"> <li>For SAC members <b>and</b> guests</li> </ul>			
<b>General Staff Vote</b>		Date:	Date:	Date:
Advertise general staff vote <u>in written form to all staff members at least three (3) full business/workdays prior</u> to voting.  Staff votes by secret ballot on the proposals <ul style="list-style-type: none"> <li>Proposal with the majority of votes (51% or more) will be implemented.</li> <li><b>If none of the proposal gets 51% or more of the votes, SAC reconvenes to restart the process.</b></li> </ul>	<b>Written Advertisement to Staff</b> (via email, posted notice, etc.) <ul style="list-style-type: none"> <li>Must include purpose of vote (e.g., voting on Florida School Recognition Program (A+) funds distribution), <b>copy of the approved 2024 Florida Recognition Program (A+) Ballot</b>, date, time and location of the vote</li> </ul>			
	<b>2023-2024 Staff Roster of Eligible Voters</b> <ul style="list-style-type: none"> <li>All staff members that vote <b>must sign next to their names on the staff roster (only signatures will be accepted)</b></li> </ul>			
	<b>Approved Ballot</b> <ul style="list-style-type: none"> <li>A copy of the 2023-2024 approved Florida School Recognition Fund ballot</li> </ul>			
	<b>School Recognition Fund Ballot Count Summary Sheet 2023-24</b> <ul style="list-style-type: none"> <li>Each section of the form (posted on our website) must be completed and must have all the required signatures</li> </ul>			