



Florida School Recognition Program (A+ Funds) Checklist

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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.

Action (Must happen in the order presented)	Required Documents SAC Upload Center Documentation (provide for each meeting and staff vote) <i>*All documents must be uploaded as PDFs.</i>	1st Meeting	2nd Meeting (if applicable)	3rd Meeting (if applicable)
School Advisory Council (SAC) Meeting		Date:	Date:	Date:
Advertise meeting <u>to all stakeholders</u> at least three (3) full business/work days prior to the meeting.	SAC Meeting Advertisement to all stakeholders w/agenda, date, time and location of meeting • Evidence must show when sent/posted at least three (3) full business/work days prior to the meeting (flyer, school website, newsletter, email, Parent Link, etc.).			
SAC meets to discuss and create a ballot from stakeholders' proposals.				
Create written proposals in the form of a ballot which consist of 1 or 2 proposals and “None of the above” for the allocation of the funds. <i>See note at the bottom of the checklist.</i>	SAC Meeting Agenda • “Florida School Recognition Program (A+ Funds) Proposals and Ballot Creation” is shown as a topic.			
Conduct a vote (only SAC committee members) to approve the ballot and record results of vote in the minutes.	SAC Meeting Minutes • Must reflect discussion of Florida School Recognition Program (A+ Funds) proposals and ballot creation.			
A quorum (50% plus 1 of the total SAC members) must be met for voting to occur.	SAC Meeting Sign-In Sheets • For SAC members and guests			
General Staff Vote		Date:	Date:	Date:
Advertise general staff vote <u>in written form to all staff members</u> at least three (3) full business/work days prior to voting.	Written Advertisement to Staff (via email, posted notice, etc.) • Evidence must include purpose of vote (e.g., voting on Florida School Recognition Program (A+ Funds) distribution, copy of the approved 2024-2025 Florida Recognition Program (A+ Funds) Ballot , date, time and location of the vote.			
Staff votes by secret ballot on the proposals • Proposal with the majority of votes (51% or more) will be implemented. • If none of the proposals get 51% or more of the votes, SAC reconvenes to restart the process.	2024-2025 Staff Roster of Eligible Voters • All staff members that vote must sign next to their names on the staff roster (only signatures will be accepted).			
	Approved Ballot • A copy of the 2024-2025 approved Florida School Recognition Program (A+ Funds) ballot			
	Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet 2024-2025 • Each section of the form must be completed and must have all the required signatures			

Fringe Benefits Note: When compensation is paid to an employee, the employer incurs costs for payroll taxes and other fringe benefits. Each school’s total award is reduced by 8.87% for fringe benefits on bonus payments. If schools do not utilize the entire allocation for bonus payments, a “fringe refund” will be provided for the benefits that were not used for non-salary bonuses. **Note:** In your proposals, include a statement on the ballot to specify the use of any leftover funds. Those funds should be allocated to nonrecurring expenditures for educational equipment and materials.