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## ***Florida School Recognition Program – A+ Funds Standard Operating Procedures***

The Florida Department of Education does not provide a list of qualifying schools for the A+ Funds until after the state law deadline (February 1st) for completing the required process. In the recent past the list of schools and the funds have not been provided to the District until approximately March 15.

In order to meet the state law deadline, and be afforded an opportunity to implement options for the expenditure of the funds, the process provided is to be successfully completed by February 1st for all schools that believe they qualify/will qualify for the A+ Funds.

Because that school grades are not released yet, it is recommended that all schools implement the process. Any schools (elementary, middle, high or center) with an incomplete grade from the Florida Department of Education are also recommended to follow this process.

### **How Schools Qualify for A+ Funds**

Schools are to self-identify that they qualify for eligibility of funding. Schools are eligible for recognition under this program if they:

- a. Sustain high performance by receiving a school grade of "A;" or
- b. Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade; or
- c. Improve more than one letter grade and sustain the improvement the following school year; or
- d. Are designated as Alternative Schools that receive a school improvement rating of "Improving" or improve at least one level

### **Process Implementation**

If a school believes they meet one of the criteria above they are to go through the accompanying process. The process must be successfully completed by February 1 or award funds received by the school must be equally distributed to all classroom teachers currently teaching in the school.

1. **The School Advisory Council (SAC) creates written proposals in the form of a ballot for the expenditure of the funds:**
  - a. The ballot lists the options for dispensing the A+ Funds.

b. Use percentages when creating your award distribution proposals through SAC. (For example, 80% of the award to be distributed equally among all staff members employed at the school during prior school year and 20% goes back to the school).

**2. One of the options on the ballot must be “none of the above.”**

It is recommended that the ballot consist of 1 or 2 options and “none of the above” such that there is a greater chance of one of the options receiving a majority vote (51%) on the first round of voting.

- a. The ballot must be presented to the faculty and staff a minimum of three workdays prior to the vote.

**3. Funds may be used for:**

- a. One-time bonuses to faculty and staff,
- b. Purchase of educational equipment or materials, or
- c. To hire temporary personnel to assist in maintaining and improving student performance.

**4. Faculty and staff must vote by secret ballot on the proposals.**

**5. The proposal with the majority of votes (51%) is implemented.**

**6. If no proposal or “none of the above” receives the majority of votes, then the SAC reconvenes again and creates different proposals to be presented and voted on at another meeting. (Same as number 1.)**

**7. Minutes and attendance sheets must be taken for each meeting and submitted to the principal.** All SBBC Schools must place the following A+ documentation in the SAC Upload Center: SAC Minutes, attendance, and voting results for each A+ Recognition Funds Meeting held prior to February 1, 2015.

**8. Equipment and supplies shall be ordered by the site via District purchasing procedures.**

**9. 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.**

**Additional Information**

Please be advised that this program is not governed by any collective bargaining agreement but is governed by Florida Statute 1008.36.

Questions? – Call the Office of Service Quality 754-321-3850  
or log on to: [http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative\\_id=6](http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=6)