

# Mini Lab

## Florida School Recognition Program (A+ Funds)

October 29-31, 2024

School Improvement Team  
School Transformation Office

# Florida School Recognition Program Info

The School Recognition Program (A+ Funds) recognizes the high quality of many of Florida's public schools. Schools are eligible in the following ways:

- receive a grade of "A,"
- improve at least one performance grade or rating category,
- receive rating of "Commendable," or
- improve more than one letter grade and sustain the improvement the following year are eligible.



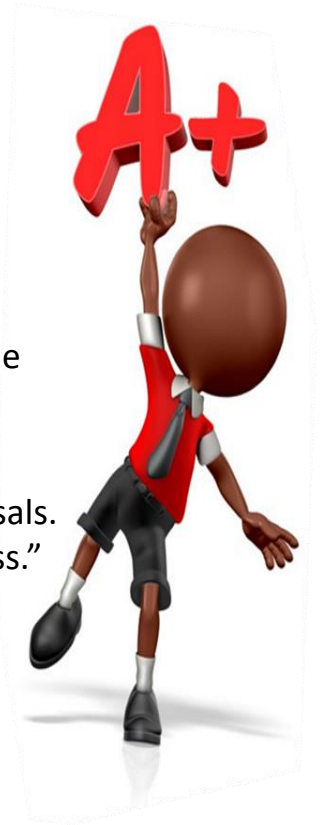
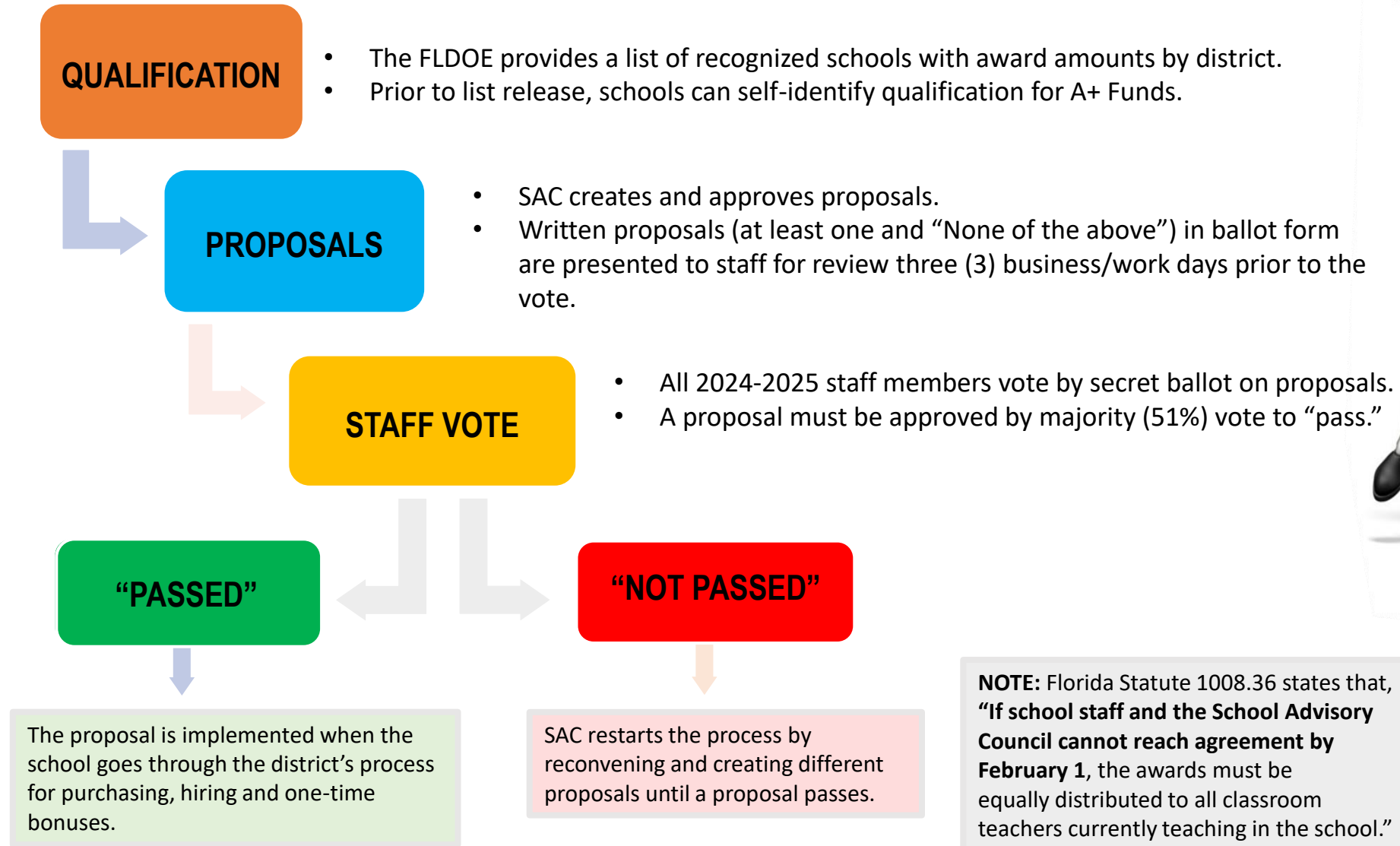
# Florida School Recognition Program **Info**

Schools must use their awards for one or any combination of the following:

- Nonrecurring faculty and staff bonuses,
- Nonrecurring expenditures for educational equipment or materials, or
- Hire temporary personnel to assist in maintaining and improving student performance.



# A+ Funds Process Flow Chart



# Florida School Recognition Program (A+ Funds)

## Steps to Prepare Info

1

### Meet with your Administrator to:

- Determine a process & timeline for completion **by February 1, 2025.**
- The 2024-2025 A+ Funds information and resources were sent to awarded schools.
- Identify a process for gathering and submitting ideas for proposals from staff to SAC.
- Identify point people & process for the staff vote and ballot counting.

2

### Staff Rosters:

- Obtain **2024-2025 roster** to identify current eligible voters.
- Obtain **2023-2024 roster** to identify the previous year's staff.
- SAC may choose to include staff from the previous and current school year via the proposals.

3

### Schedule/Identify your meeting dates for:

- **SAC Meeting(s)** - to develop proposals and ballot.
  - Additional meeting dates may need to be scheduled.
- **Staff Advertisement** – to distribute the proposals and announce the date for the staff vote.
- **Staff Votes** – to vote on proposals (If the vote fails, it returns to SAC to restart the process of developing proposals and a ballot).



**Complete the entire process by February 1, 2025**





# Florida School Recognition Program **Info**



**Due Date:**  
**February 1, 2025**


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.



# Required Documentation **Info**

All Florida School Recognition Program required documents must be placed in the SAC Upload Center (in pdf format).

SAC Meeting (for each meeting held):	Staff Vote (for each vote held):
<ul style="list-style-type: none"> <li>Agenda(s)</li> <li>Minutes</li> <li>Sign-in Sheets (SAC and guests)</li> <li>Copy of the Ballot - Approved by SAC</li> <li>SAC Meeting Advertisement w/Agenda</li> </ul>	<ul style="list-style-type: none"> <li>Written Advertisement to Staff</li> <li>Ballot</li> <li>Staff Sign-in Sheets</li> <li>Voting Results: Ballot Count Summary Sheet</li> </ul>



### Florida School Recognition Program (A+ Funds) Checklist

Kelli S. Blackburn, School Improvement Coordinator


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 to FDOE.</i>	1 <sup>st</sup> Meeting (if applicable)	2 <sup>nd</sup> Meeting (if applicable)	3 <sup>rd</sup> Meeting (if applicable)
<b>School Advisory Council (SAC) Meeting</b>				
Advertise meeting to all stakeholders at least three (3) full business/work days prior to the meeting.  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>  Conduct a vote (only SAC committee members) to approve the ballot and record results of vote in the minutes.  A quorum (50% plus 1 of the total SAC members) must be met for voting to occur.	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 Meeting Agenda • Florida School Recognition Program (A+ Funds) Proposals and Ballot Creation" is shown as a topic.  SAC Meeting Minutes • Must reflect discussion of Florida School Recognition Program (A+ Funds) proposals and ballot creation.  SAC Meeting Sign-In Sheets • For SAC members and guests	Date:	Date:	Date:
<b>General Staff Vote</b>				
Advertise general staff vote in written form to all staff members at least three (3) full business/work days prior to voting.  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.	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.  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	Date:	Date:	Date:

**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.



# Resource: *SIP Bites* Info



## SIP Bites – Florida School Recognition Program (A+ Funds)

Kelli S. Blackburn, School Improvement Coordinator  
October 21, 2024 - Volume 4, Issue 8

**Due by February 1, 2025**

### Standard Operating Procedures

- The Florida Department of Education has provided a list of qualifying schools for the Florida School Recognition Program to the district.
- To meet the state law deadline and be afforded an opportunity to implement options for the allocations of the funds, the process provided is to be successfully completed by February 1 for all schools that qualify for the Florida School Recognition Program.

### Use of the Recognition Awards

- Schools must use their awards for one or any combination of the following:
  - Nonrecurring bonuses to faculty and staff;
  - Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
  - Temporary personnel for the school to assist in maintaining and improving student performance.

**Note:** Incentive awards are not subject to collective bargaining.

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, classroom teacher is one who is assigned to a classroom with students on a daily basis.

**Need School Improvement Help???**

Contact the School Improvement Team at 754-321-3800

## Florida School Recognition Program (A+ Funds) Quick Reference

- The School Advisory Council (SAC) creates written proposals in the form of the expenditure of the funds:
  - The ballot lists the options for dispensing the A+ Funds.
  - Use percentages (preferred) or exact amounts when creating your award distribution proposals through SAC. (For example, 80% of the award to be distributed equally staff members employed at the school during the prior school year and 20% goes to school for student incentives.)
- One of the proposals on the ballot must be "none of the above."
  - It is recommended that the ballot consist of 1 or 2 proposals and "none of the above" allow for a greater chance of one of the proposals receiving a majority vote (51% staff and not just those that voted) on the first round of voting.
  - The ballot must be presented to the faculty and staff a minimum of three (3) business days before the vote.
- Faculty and staff must vote by secret ballot on the proposals.
- The proposal with the majority of votes (51%) will be implemented.
- If no proposal or "none of the above" receives the majority of votes, then the SAC reconvenes and creates different proposals to be presented and voted on at another meeting. (Start with number one above and repeat the process.)
- Use the School Recognition Program Checklist to review all required A+ documentation.
- All schools must upload the following A+ documentation (as PDFs) in the SAC Upload Center for each SAC meeting and staff vote:
  - SAC Documentation:** Agendas, minutes and attendance sheets for each A+ Fund meeting held by February 1, 2025.
  - Staff Vote Documentation:** Written communication (flyer, email, etc.) announcing copy of the ballot, staff sign-in sheets and the "School Recognition Funds Ballot Count Summary Sheet."
- Upon approval of completion per the district by the February 1 deadline, schools go through the district's process and procedures for purchasing, hiring and bonus.

## Florida School Recognition Program (A+ Funds)

### ~ Process Flowchart ~

**QUALIFICATION**

- The FDOE provides a list of recognized schools with award amounts by district.
- Prior to list release, schools can self-identify qualification for A+ Funds.

**PROPOSALS**

- SAC creates and approves proposals.
- Written proposals (at least one and "None of the above") in ballot form are presented to staff for review three (3) business/work days prior to the vote.

**STAFF VOTE**

- All current staff vote by secret ballot on proposals.
- A proposal must be approved by majority (51%) vote.

**"PASSED"**

The proposal is implemented when the school goes through the district's process for purchasing, hiring and one-time bonuses.

**"NOT PASSED"**

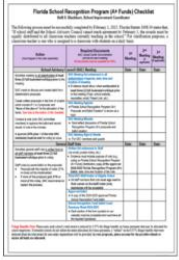
SAC restarts the process by reconvening and creating different proposals until a proposal passes.

**NOTE:** 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."

### ~ Required Documentation ~

All Florida School Recognition Program required documents must be placed in the SAC Upload Center (in pdf format).

SAC Meeting (for each meeting held):	Staff and Faculty Vote (for each vote held):
<ul style="list-style-type: none"><li>Agenda(s)</li><li>Minutes</li><li>Attendance Sheets</li><li>Copy of the Ballot - Approved by SAC</li><li>SAC Meeting Advertisement w/Agenda</li></ul>	<ul style="list-style-type: none"><li>Written Advertisement to Staff</li><li>Ballot</li><li>Staff Sign-in Sheets</li><li>Voting Results: Ballot Count Summary Sheet</li></ul>



10/21/2024





# SAC Meeting Advertisement **TIPS**



- Advertise meetings 3 full business/work days prior to the meeting.
- Advertise at least two ways: Flyers, newsletters, marquee, Parent Link, Parent pick up/drop off, school's social media, website, etc.
- Advertisements are part of the required documents.



# Quorum **TIPS**



- Know your quorum number!
- 50% plus 1 or more of **SAC Committee members**, regardless of employee/non-employee status



# Who Gets the Bonus **TIPS**



- Faculty and staff, at the discretion of the SAC
- SROs, Kelly Substitutes and any personnel not employed by Broward County Public Schools **CANNOT** receive bonus payments.



# Proposal **TIPS**



- Staff and School Advisory Council (SAC) decide how to use the award.
- Ultimately, SAC creates the proposals during the SAC meeting.





# Importance of Rosters **TIPS**



- SAC may choose to include staff from the previous and current school year via the proposals.
- Use **2023-2024 roster** to identify the previous year's staff.
- Use **2024-2025 roster** to identify current eligible voters.
  - Submit the roster with signatures of voting staff members.





# Ballot **TIPS**

- 1 or 2 proposal(s) are suggested, in addition to **“None of the above”** (required).
- Ensure the proposals are **VERY** specific.
- Include a “leftover funds” statement.
- Use Percentages (suggested)
- Returned ballots should match the number of voting signatures.



# Leftover Funds **TIPS**



- Leftover Funds – funds that remain after paying bonuses (fringe), buying materials/equipment, hiring temporary personnel, etc.
- 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.





# Sample Staff Ballot **TIPS**

## SIP Montessori Academy Florida School Recognition Program Ballot

*Approximate Funds to be Allocated to SIP Montessori Academy: \$90,000*

*Voting will take place on November 10, 2024*

**ONLY Vote for 1 of the Options**

### \_\_\_\_\_ Option 1:

- 25% of the funds will go to the school to be used for nonrecurring expenditures for educational equipment and materials.
- 75% of the funds will be used for a one-time bonus to be divided amongst all the faculty and staff on the 2023-2024 Staff Roster. Staff must have worked at least 99 days of the 2023-2024 school year.
- Any leftover A+ Funds will be used for nonrecurring expenditures for educational equipment and materials.

### \_\_\_\_\_ Option 2:

- 10% of the funds will go to the school to be used for nonrecurring expenditures for educational equipment and materials.
- 90% of the funds will be used for a one-time bonus to be divided amongst the 2023-2024 faculty and staff.
- Any leftover A+ Funds will be used for nonrecurring expenditures for educational equipment and materials.

### \_\_\_\_\_ Option 3:

- None of the above



# SAC Meeting, Who Votes **TIPS**



- SAC Members ONLY will vote on the ballot proposals.
- A quorum (50% plus 1 of SAC members) must be present.
- Conduct a roll call vote and record results in the minutes.



# Does the Principal Vote **TIPS**



- YES
- As a member of SAC, the principal votes on the proposals for the ballot.
- As a staff member, the principal votes on the ballot.



# Staff Voting **TIPS**



- Ballot is presented to **staff** for review three business/work days prior to vote.
- 2024-2025 staff votes by secret ballot.
- A proposal must be approved by majority (51%) vote.






# Ballot Count Summary Info

- Complete school information with the names of representatives.
- Fill in proposals approved by the SAC.
- Complete Staff Vote section for each proposal/option.
- Complete Final Result section; identify winning option.
- Ensure required signatures are complete.





Florida School Recognition Program (A+ Funds)  
Ballot Count Summary Sheet 2024-2025

Date:		School Name:	
Principal:		BTU Steward (or Designee):	
SAC Chair/Co-Chairs:		Other, if applicable:	

**Fill In Proposals/Options Below:**

1.	
2.	
3.	None of the above.

**Staff Vote:**  
 Total number of staff members: \_\_\_\_\_ Total number of staff members that voted: \_\_\_\_\_

• For a proposal/option to pass, at least 51% or more of staff must vote for that proposal/option.  
 o For example, in a school with 95 staff members, at least 49 must vote for the proposal/option |

Proposal/Option 1		Proposal/Option 2		Proposal/Option 3	
(a) Total Number of Votes:		(a) Total Number of Votes:		(a) Total Number of Votes:	
(b) Total Number of Voting Staff/Ballots Cast (must be the same for each proposal/option):		(b) Total Number of Voting Staff/Ballots Cast (must be the same for each proposal/option):		(b) Total Number of Voting Staff/Ballots Cast (must be the same for each proposal/option):	
<b>Percentage of the Vote</b> # of votes (a) for proposal 1 divided by the # of staff/ballots (b):	%	<b>Percentage of the Vote</b> # of votes (a) for proposal 2 divided by the # of staff/ballots (b):	%	<b>Percentage of the Vote</b> # of votes (a) for proposal 3 divided by the # of staff/ballots (b):	%

~ The number of ballots cast and voting staff MUST match. ~

**Final Result:** Circle the option that received 51% or more of the votes. Include the passing percentage.

Option 1	Option 2	Option 3	None
Staff Vote Passes with:		%	

If none of the proposals/options get 51% or more of the votes, SAC must reconvene to restart the process and complete it by February 1, 2025.

**Signatures (must have all below):**


Principal:		BTU Steward (or Designee):	
SAC Chair/Co-Chairs:		Other, if applicable:	



# Required Documentation **Info**

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Advertise general staff vote in written form to all staff members at least three (3) full business/work days prior to voting.	Written Advertisement to Staff (via email, posted notice, etc.)	Date:	Date:	Date:
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>If none of the proposals get 51% or more of the votes, SAC reconvenes to restart the process.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>			
	2024-2025 Staff Roster of Eligible Voters <ul style="list-style-type: none"> <li>All staff members that vote must sign next to their names on the staff roster (only signatures will be accepted).</li> </ul>			
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# Process Completion **Info**



- Schools should review **all** A+ Funds documents prior to uploading in BCPS Central.
- Principal should email the ***School Improvement Specialist*** upon completion of the process.



# Feedback to Schools **Info**



- Schools will receive feedback on A+ Funds documentation from your School Improvement Specialist.
- Prompt response to feedback is essential.





# Payment Information **Info**



Schools should work with the office manager to:

- Ensure staff rosters for bonus payments are completely accurate.
- Go through the BCPS process for purchasing, hiring and one-time bonuses.



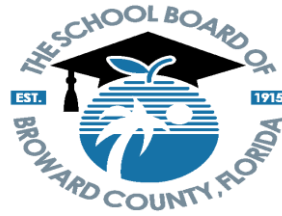


# The School Improvement Team Is Here To Support YOU!



**THE SCHOOL  
IMPROVEMENT  
TEAM WISHES YOU  
A PHENOMENAL  
FALL SEASON AND  
A SUCCESSFUL  
2<sup>ND</sup> QUARTER!**





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