Florida School Recognition Program (A+ Funds) Checklist

Kelli S. Blackburn, School Improvement Coordinator

Instructions: To complete the A+ Funds process, use this checklist along with the **SIP Bites – Florida School Recognition Program (A+ Funds)** and other listed resources for detailed instructions. Upon completion of the A+ process, the principal must review and email the school's completed Florida School Recognition Program packet to the School Improvement Instructional Facilitator **as one PDF document in the order presented in the checklist below.**

Additional resources:

- **2025-2026 Florida School Recognition Awards Process Timeline**
- **Florida School Recognition Awards (A+ Funds) Ballot Count Summary Sheet**

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 (Must happen in the order presented)	**Required Documents** Upon completion of the A+ process, the principal must review and email the school's completed Florida School Recognition Program packet to the School Improvement Instructional Facilitator **as one PDF document in the order presented on the checklist below.**	**1st Meeting**	**2nd Meeting** (if applicable)	**3rd Meeting** (if applicable)
School Advisory Council (SAC) Meeting		**Date:**	**Date:**	**Date:**
SAC meets during a scheduled meeting to discuss and create a ballot with written proposals aligned to the approved use of the school recognition awards in Florida Statute 1008.36. 1. Advertise SAC meeting with the agenda to all stakeholders **at least three (3) full business/work days prior** to the meeting. Include the agenda. a. Voting will take place. Ensure a quorum is present (50% plus 1 of the total number of required SAC members). 2. Agenda must include **"Florida School Recognition Program (A+ Funds) Proposals"** as a topic. 3. SAC discusses the proposals and conducts a vote (SAC members only) to approve a written ballot which **includes the proposals and "None of the Above"** for the allocation of the funds. a. Leftover funds must be addressed on the ballot. 4. Record the A+ Funds discussion and results of the SAC vote in the minutes. 5. SAC should discuss the timeline for the upcoming staff vote.	**Email at least two (2) SAC Meeting Advertisements** (flyer, school website, newsletter, email, Parent Link, etc.) **that include the meeting agenda** (Sent to **all** stakeholders - staff, parents, community, etc., and includes the agenda, date, time and location of the meeting) • Advertisements must show they were sent/posted at least three (3) full business/work days prior to the meeting the agenda and the recipients (all stakeholders).			
	Email SAC Meeting Agenda • Florida School Recognition Program (A+ Funds) Proposals" is shown as a topic.			
	Email SAC Meeting Minutes • Must reflect A+ Funds discussion, proposals, leftover funds, SAC vote for approved ballot proposals and the outcome of the vote, ballot creation for staff vote and discussion of the timeline for the upcoming staff vote.			
	Email SAC Meeting Sign-In Sheets • For SAC members **and** guests			
General Staff Vote		**1st Vote Date:**	**2nd Vote** (if applicable) **Date:**	**3rd Vote** (if applicable) **Date:**
Staff votes by secret ballot on A+ Fund proposals. 1. Advertise general vote along with the official A+ Funds ballot in written form to all eligible staff. members **at least three (3) full business/work days prior** to voting.	**Email Written Advertisement to Staff** (email, posted notice, etc.) • Advertisement must: ○ Go out at least three (3) business/work days prior to the vote **and** include the purpose of vote (e.g., voting on Florida			

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2. Staff will vote on the advertised date and time by secret ballot. 3. Absent staff members can vote if they return to work no later than one (1) workday after the vote. 4. The proposal with the majority of votes will be implemented. 5. If none of the proposals or 'None of the above' gets a majority of the votes, SAC reconvenes to restart the process.	School Recognition Program (A+ Funds) distribution, a copy of the SAC approved 2025-2026 Florida School Recognition Program (A+ Funds) Ballot, date, time and location of the vote.			
	Email 2025-2026 Staff Roster of Eligible Voters • All staff members that vote **must sign next to their names on the roster.**			
	Email Approved Ballot A copy of the 2025-2026 approved Florida School Recognition Program (A+ Funds) ballot.			
	Email Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet 2025-2026 • Each section of the form must be completed **and** must have all the required signatures.			