



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

HEATHER FREDERICK, CPA  
CHIEF FINANCIAL OFFICER

MICHAEL J. BURKE  
SUPERINTENDENT

CHIEF FINANCIAL OFFICE  
3300 FOREST HILL BOULEVARD  
A-306  
WEST PALM BEACH, FL 33406

PHONE: 561-434-8584

[WWW.PALMBEACHSCHOOLS.ORG](http://WWW.PALMBEACHSCHOOLS.ORG)

October 14, 2026  
**Bulletin #P 27-141 CFO**

**Contact(s):**

Michelle Martin, 561-434-8834  
[Michelle.Martin@palmbeachschools.org](mailto:Michelle.Martin@palmbeachschools.org)

**Action By:**  
**February 01, 2027**

**TO:** Principals  
**FROM:** Heather Frederick, CPA / Chief Financial Officer  
**SUBJECT:** **FY27 FLORIDA SCHOOL RECOGNITION PROGRAM AWARDS FOR DISTRICT SCHOOLS**

As an update to [Bulletin P27-104 CFO](#), the official list of FY27 School Recognition Awards recently released by the Florida Department of Education, is attached. Congratulations to those schools receiving an award. The award amounts are calculated based on the school's FTE student enrollment in comparison to other eligible schools. The distribution of funds is based on the school grades earned in 2025-2026 and the number of FTE students in the fourth calculation. For more information, refer to the FLDOE [website](#).

The statute requires the use of funds be determined jointly by the school's staff and the School Advisory Committee (SAC). **The statutory deadline for schools and SAC to develop and approve a school recognition spending plan is Monday, February 1, 2027.** If a school's staff and SAC are unable to reach agreement on the use of the funds by **February 1, 2027**, the award must be equally distributed among all classroom teachers currently teaching in the school. School eligibility is based on the following statutory criteria:

- Schools that sustain high performance by receiving a school grade of **A**; *or*
- Schools that demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade; *or*
- Schools that improve more than one letter grade and sustaining the improvement the following school year; *or*
- Schools designated as Alternative Schools that improve at least one level or maintain a school improvement rating of "commendable" or improve at least one level.

[Florida State Statute 1008.36 Florida](#), School Recognition Program, prescribes how school recognition awards must be used:

- Nonrecurring bonuses to the 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.

All School Advisory Council (SAC) expenditures must directly support student achievement and align with the school's approved School Improvement Plan(SIP). Please refer to [Allowable SAC Expense Guide](#) to help determine which expenses are allowable and which ones are not. Schools are not allowed to reimburse their internal accounts by using Miscellaneous Payment Requests (PBSD 1275) or (PBSD 2242) to move expenses charged to SAC (program 3040) to the operating budget.

## Frequently Asked Questions

### 1. Are there restrictions on carryover funds?

- Yes, carryover funds from a previous year must be used as determined by the plan approved for that year.

### 2. Who is considered eligible Staff?

- Faculty and staff employed at the school when the school earned the award and/or faculty and staff new to the school in the current year are eligible to receive a bonus if included in the plan approved by school staff and SAC. **School nurses are NO longer eligible for A+ bonus payments.**

### 3. Who qualifies as a classroom teacher?

- A classroom teacher is defined as a person who is the teacher of record for at least one course for either the October or February FTE survey submitted to FDOE during the current year. Please refer to the contact listed above for assistance with compiling the list of eligible persons.

### 4. How do I calculate the cost of the bonus?

- A bonus calculation worksheet (**for District operated schools only**) is posted on HUB under the Budget department: ***School District website> Departments> Budget> Budget Resources and Tools> A+ Bonus> A+ Bonus Calculation Worksheet.*** The worksheet calculates the cost of bonuses as well as the net pay received by employees. Instructions for using the worksheet are shown at the top of the worksheet. This worksheet can be used to determine how much a school can pay for bonuses. Please remember to include benefit costs in addition to the bonus payment to each employee, as reflected in the pink column of the worksheet. Be sure there is sufficient budget to cover the total cost of the bonuses. **The purple cell at the bottom of the pink column represents the total cost of bonuses and may not exceed the total approved budget for bonuses.**

- **Bonus Example**

- A school decides to pay teachers a \$1,000 bonus. The cost per teacher to the school recognition budget will be \$1,076.50 (\$1,000 plus 7.65% for Social Security and Medicare benefit costs). The teacher's paycheck will reflect gross pay of \$1,000 and net pay will be calculated after applicable tax deductions.

**5. Do schools need to process a budget transfer if School Recognition is used for bonuses?**

- No, once we receive your approved A+ bonus worksheet, Michelle Martin, in Budget, will process the transfer before payroll is posted.

**6. How are School Recognition bonuses paid?**

- The school is required to submit a spreadsheet for payment processing. The Budget Department website has a link to "A+ Bonus Payroll Processing Guidelines" next to the calculator worksheet. The Guide has instructions on how to create the spreadsheet each school needs to prepare and submit for payment processing. **Employee bonus pay in the green column on the bonus calculator worksheet must match what is listed on the payroll sheet. Please submit the A+ worksheet, teacher payroll query, copy of the ballot and a copy of the SAC minutes to Michelle Martin in the budget department for processing.**

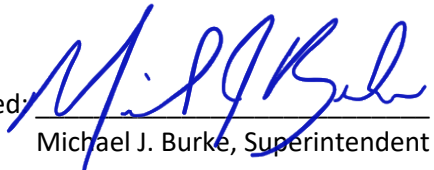
**7. Can School Recognition funds be used to purchase educational materials and equipment?**

- Yes, schools may purchase educational supplies and equipment to assist in maintaining and improving student performance. Any capitalized items purchased from these funds belong to the District and must be tagged. Student incentives are not educational equipment or materials, and therefore, are not an allowable use of school recognition funds.

**8. Are there any restrictions on temporary personnel?**

- Temporary personnel assisting the school in maintaining or improving student performance are eligible. **These positions must be true temporary positions, less than 20 hours per week, and the purpose must be to assist in maintaining and improving student performance per Statute.**
  - Schools paying temporary personnel must have positions set up by the Budget Department. Please provide Michelle Martin, in Budget, with a copy of the minutes from the SAC meeting authorizing the use of school recognition funds for the position. The number of hours, job code, and effective date must be included in your request. Once the position is created, Budget will provide your school with the position number which can then be filled.

Attachments

Approved:   
Michael J. Burke, Superintendent

## 2026-27 Florida School Recognition Program Awards by School

| District | School # | District Name | School Name                          | FTE      | Award Amount |
|----------|----------|---------------|--------------------------------------|----------|--------------|
| 50       | 500011   | PALM BEACH    | HIDDEN OAKS K-8                      | 845.73   | \$72,615     |
| 50       | 500012   | PALM BEACH    | HOPE CENTENNIAL ELEMENTARY SCHOOL    | 639.41   | \$54,901     |
| 50       | 500031   | PALM BEACH    | WATERS EDGE ELEMENTARY SCHOOL        | 706.65   | \$60,674     |
| 50       | 500071   | PALM BEACH    | JUPITER ELEMENTARY SCHOOL            | 782.31   | \$67,170     |
| 50       | 500081   | PALM BEACH    | JUPITER HIGH SCHOOL                  | 2,743.01 | \$235,518    |
| 50       | 500101   | PALM BEACH    | ALLAMANDA ELEMENTARY SCHOOL          | 632.10   | \$54,273     |
| 50       | 500111   | PALM BEACH    | PALM BEACH GARDENS ELEMENTARY SCHOOL | 664.60   | \$57,063     |
| 50       | 500131   | PALM BEACH    | THE CONSERVATORY SCHOOL AT NPB       | 828.41   | \$71,128     |
| 50       | 500141   | PALM BEACH    | LAKE PARK ELEMENTARY SCHOOL          | 355.34   | \$30,510     |
| 50       | 500151   | PALM BEACH    | SUNCOAST COMMUNITY HIGH SCHOOL       | 1,399.03 | \$120,122    |
| 50       | 500191   | PALM BEACH    | WASHINGTON ELEMENTARY MAGNET         | 248.70   | \$21,354     |
| 50       | 500201   | PALM BEACH    | JOHN F KENNEDY MIDDLE SCHOOL         | 726.25   | \$62,357     |
| 50       | 500235   | PALM BEACH    | SADDLE VIEW ELEMENTARY SCHOOL        | 641.10   | \$55,046     |
| 50       | 500281   | PALM BEACH    | SUNSET PALMS ELEMENTARY SCHOOL       | 877.30   | \$75,326     |
| 50       | 500311   | PALM BEACH    | ROOSEVELT MIDDLE SCHOOL              | 716.02   | \$61,478     |
| 50       | 500361   | PALM BEACH    | UB KINSEY ELEMENTARY                 | 455.39   | \$39,100     |
| 50       | 500395   | PALM BEACH    | ALEXANDER W DREYFOOS SOA             | 1,234.77 | \$106,019    |
| 50       | 500421   | PALM BEACH    | PALM BEACH PUBLIC SCHOOL             | 338.44   | \$29,059     |
| 50       | 500481   | PALM BEACH    | WEST GATE ELEMENTARY SCHOOL          | 706.83   | \$60,689     |
| 50       | 500531   | PALM BEACH    | BELVEDERE ELEMENTARY SCHOOL          | 470.02   | \$40,357     |
| 50       | 500541   | PALM BEACH    | CONNISTON MIDDLE SCHOOL              | 1047.80  | \$89,965     |
| 50       | 500561   | PALM BEACH    | PALMETTO ELEMENTARY SCHOOL           | 486.08   | \$41,735     |
| 50       | 500572   | PALM BEACH    | SOUTH OLIVE ELEMENTARY SCHOOL        | 515.15   | \$44,231     |

|    |        |            |                                    |          |           |
|----|--------|------------|------------------------------------|----------|-----------|
| 50 | 500581 | PALM BEACH | FOREST HILL HIGH SCHOOL            | 1713.76  | \$147,146 |
| 50 | 500591 | PALM BEACH | MEADOW PARK ELEMENTARY SCHOOL      | 718.56   | \$61,696  |
| 50 | 500601 | PALM BEACH | BERKSHIRE ELEMENTARY SCHOOL        | 1,016.09 | \$87,243  |
| 50 | 500621 | PALM BEACH | FOREST HILL ELEMENTARY SCHOOL      | 918.44   | \$78,858  |
| 50 | 500631 | PALM BEACH | GREENACRES ELEMENTARY SCHOOL       | 711.03   | \$61,050  |
| 50 | 500661 | PALM BEACH | MARSH POINTE ELEMENTARY            | 824.80   | \$70,818  |
| 50 | 500671 | PALM BEACH | HIGHLAND ELEMENTARY SCHOOL         | 805.67   | \$69,176  |
| 50 | 500761 | PALM BEACH | LANTANA MIDDLE SCHOOL              | 724.38   | \$62,196  |
| 50 | 500771 | PALM BEACH | STARLIGHT COVE ELEMENTARY SCHOOL   | 697.51   | \$59,889  |
| 50 | 500781 | PALM BEACH | ROLLING GREEN ELEMENTARY SCHOOL    | 549.13   | \$47,149  |
| 50 | 500821 | PALM BEACH | GALAXY ELEMENTARY SCHOOL           | 499.85   | \$42,918  |
| 50 | 500831 | PALM BEACH | FOREST PARK ELEMENTARY SCHOOL      | 511.99   | \$43,960  |
| 50 | 500871 | PALM BEACH | PLUMOSA SCHOOL OF THE ARTS         | 722.83   | \$62,063  |
| 50 | 500881 | PALM BEACH | SD SPADY ELEMENTARY SCHOOL         | 394.19   | \$33,846  |
| 50 | 500911 | PALM BEACH | PINE GROVE ELEMENTARY SCHOOL       | 320.90   | \$27,553  |
| 50 | 500951 | PALM BEACH | BOCA RATON ELEMENTARY SCHOOL       | 272.08   | \$23,361  |
| 50 | 500961 | PALM BEACH | BOCA RATON COMMUNITY HIGH SCHOOL   | 2,535.83 | \$217,730 |
| 50 | 501251 | PALM BEACH | GLADE VIEW ELEMENTARY SCHOOL       | 271.23   | \$23,288  |
| 50 | 501321 | PALM BEACH | ROSENWALD ELEMENTARY SCHOOL        | 273.90   | \$23,517  |
| 50 | 501391 | PALM BEACH | WYNNBROOK ELEMENTARY SCHOOL        | 591.55   | \$50,791  |
| 50 | 501421 | PALM BEACH | HAGEN ROAD ELEMENTARY SCHOOL       | 704.49   | \$60,488  |
| 50 | 501441 | PALM BEACH | MELALEUCA ELEMENTARY SCHOOL        | 630.24   | \$54,113  |
| 50 | 501451 | PALM BEACH | ADDISON MIZNER SCHOOL              | 1,206.60 | \$103,600 |
| 50 | 501491 | PALM BEACH | BOCA RATON COMMUNITY MIDDLE SCHOOL | 1,011.82 | \$86,876  |
| 50 | 501541 | PALM BEACH | DWIGHT D EISENHOWER K-8            | 484.49   | \$41,599  |

|    |        |            |                                      |         |           |
|----|--------|------------|--------------------------------------|---------|-----------|
| 50 | 501561 | PALM BEACH | DR JOAQUIN GARCIA HIGH SCHOOL        | 2688.48 | \$230,836 |
| 50 | 501651 | PALM BEACH | JERRY THOMAS ELEMENTARY SCHOOL       | 618.52  | \$53,107  |
| 50 | 501661 | PALM BEACH | VERDE K-8                            | 1323.6  | \$113,646 |
| 50 | 501671 | PALM BEACH | WELLINGTON ELEMENTARY SCHOOL         | 814.16  | \$69,905  |
| 50 | 501681 | PALM BEACH | SPANISH RIVER COMMUNITY HIGH SCHOOL  | 2596.62 | \$222,949 |
| 50 | 501691 | PALM BEACH | CRESTWOOD COMMUNITY MIDDLE           | 699.26  | \$60,039  |
| 50 | 501701 | PALM BEACH | WELLINGTON LANDINGS MIDDLE           | 1183.31 | \$101,600 |
| 50 | 501721 | PALM BEACH | WEST BOYNTON MIDDLE SCHOOL           | 937.49  | \$80,494  |
| 50 | 501731 | PALM BEACH | JUPITER MIDDLE SCHOOL                | 1156.41 | \$99,291  |
| 50 | 501741 | PALM BEACH | DEL PRADO ELEMENTARY SCHOOL          | 656.53  | \$56,370  |
| 50 | 501751 | PALM BEACH | LOGGERS' RUN COMMUNITY MIDDLE SCHOOL | 1126.94 | \$96,760  |
| 50 | 501761 | PALM BEACH | H. L. JOHNSON ELEMENTARY SCHOOL      | 825.54  | \$70,882  |
| 50 | 501781 | PALM BEACH | WHISPERING PINES ELEMENTARY SCHOOL   | 914.87  | \$78,552  |
| 50 | 501811 | PALM BEACH | CORAL SUNSET ELEMENTARY SCHOOL       | 689.49  | \$59,200  |
| 50 | 501821 | PALM BEACH | CHRISTA MCAULIFFE MIDDLE SCHOOL      | 1164.77 | \$100,009 |
| 50 | 501861 | PALM BEACH | INDIAN PINES ELEMENTARY SCHOOL       | 449.71  | \$38,613  |
| 50 | 501891 | PALM BEACH | BANYAN CREEK ELEMENTARY SCHOOL       | 775.71  | \$66,603  |
| 50 | 501901 | PALM BEACH | LOXAHATCHEE GROVES ELEMENTARY        | 659.96  | \$56,665  |
| 50 | 501911 | PALM BEACH | CALUSA ELEMENTARY SCHOOL             | 830.07  | \$71,271  |
| 50 | 501931 | PALM BEACH | LIGHTHOUSE ELEMENTARY SCHOOL         | 484.84  | \$41,629  |
| 50 | 501941 | PALM BEACH | CYPRESS TRAILS ELEMENTARY SCHOOL     | 525.08  | \$45,084  |
| 50 | 501951 | PALM BEACH | MORIKAMI PARK ELEMENTARY SCHOOL      | 798.97  | \$68,601  |
| 50 | 501961 | PALM BEACH | SANDPIPER SHORES ELEMENTARY SCHOOL   | 860.26  | \$73,863  |
| 50 | 501991 | PALM BEACH | OMNI MIDDLE SCHOOL                   | 934.81  | \$80,264  |
| 50 | 502001 | PALM BEACH | PARK VISTA COMMUNITY HIGH SCHOOL     | 2612.09 | \$224,277 |

|    |        |            |                                   |         |           |
|----|--------|------------|-----------------------------------|---------|-----------|
| 50 | 502011 | PALM BEACH | TIMBER TRACE ELEMENTARY SCHOOL    | 767.45  | \$65,894  |
| 50 | 502031 | PALM BEACH | LIMESTONE CREEK ELEMENTARY SCHOOL | 873.23  | \$74,977  |
| 50 | 502041 | PALM BEACH | CARVER MIDDLE SCHOOL              | 583.28  | \$50,081  |
| 50 | 502071 | PALM BEACH | CITRUS COVE ELEMENTARY SCHOOL     | 1032.38 | \$88,641  |
| 50 | 502081 | PALM BEACH | HAMMOCK POINTE ELEMENTARY SCHOOL  | 894.67  | \$76,817  |
| 50 | 502091 | PALM BEACH | JUPITER FARMS ELEMENTARY SCHOOL   | 601.14  | \$51,615  |
| 50 | 502101 | PALM BEACH | EGRET LAKE ELEMENTARY SCHOOL      | 486.64  | \$41,784  |
| 50 | 502121 | PALM BEACH | CRYSTAL LAKES ELEMENTARY SCHOOL   | 762.05  | \$65,431  |
| 50 | 502141 | PALM BEACH | ACREAGE PINES ELEMENTARY SCHOOL   | 523.04  | \$44,909  |
| 50 | 502161 | PALM BEACH | PANTHER RUN ELEMENTARY SCHOOL     | 722.65  | \$62,048  |
| 50 | 502171 | PALM BEACH | BLUE LAKE ELEMENTARY              | 957.16  | \$82,183  |
| 50 | 502191 | PALM BEACH | WELLINGTON HIGH SCHOOL            | 2490.30 | \$213,820 |
| 50 | 502201 | PALM BEACH | WILLIAM T. DWYER HIGH SCHOOL      | 2075.69 | \$178,221 |
| 50 | 502241 | PALM BEACH | MANATEE ELEMENTARY SCHOOL         | 1071.05 | \$91,962  |
| 50 | 502411 | PALM BEACH | INDIAN RIDGE SCHOOL               | 72.59   | \$6,233   |
| 50 | 502421 | PALM BEACH | GOLDEN GROVE ELEMENTARY SCHOOL    | 942.40  | \$80,916  |
| 50 | 502451 | PALM BEACH | WESTERN PINES COMMUNITY MIDDLE    | 1115.72 | \$95,797  |
| 50 | 502461 | PALM BEACH | EAGLES LANDING MIDDLE SCHOOL      | 1433.50 | \$123,082 |
| 50 | 502491 | PALM BEACH | DR MARY MCLEOD BETHUNE ELEM       | 470.80  | \$40,423  |
| 50 | 502511 | PALM BEACH | BAK MIDDLE SCHOOL OF THE ARTS     | 1220.56 | \$104,799 |
| 50 | 502541 | PALM BEACH | BEACON COVE INTERMEDIATE SCHOOL   | 559.29  | \$48,021  |
| 50 | 502551 | PALM BEACH | FRONTIER ELEMENTARY SCHOOL        | 653.29  | \$56,092  |
| 50 | 502561 | PALM BEACH | BINKS FOREST ELEMENTARY SCHOOL    | 697.21  | \$59,863  |
| 50 | 502571 | PALM BEACH | HERITAGE ELEMENTARY SCHOOL        | 744.72  | \$63,943  |
| 50 | 502581 | PALM BEACH | CORAL REEF ELEMENTARY SCHOOL      | 977.00  | \$83,886  |

|    |        |            |                                      |         |           |
|----|--------|------------|--------------------------------------|---------|-----------|
| 50 | 502591 | PALM BEACH | PLEASANT CITY ELEMENTARY SCHOOL      | 261.92  | \$22,489  |
| 50 | 502611 | PALM BEACH | POLO PARK MIDDLE SCHOOL              | 1096.45 | \$94,143  |
| 50 | 502621 | PALM BEACH | INDEPENDENCE MIDDLE SCHOOL           | 1389.40 | \$119,296 |
| 50 | 502631 | PALM BEACH | PALM BEACH CENTRAL HIGH SCHOOL       | 2455.72 | \$210,851 |
| 50 | 502691 | PALM BEACH | SUNRISE PARK ELEMENTARY SCHOOL       | 1051.98 | \$90,324  |
| 50 | 502711 | PALM BEACH | DON ESTRIDGE HIGH TECH MIDDLE SCHOOL | 1277.19 | \$109,661 |
| 50 | 502721 | PALM BEACH | DISCOVERY KEY ELEMENTARY SCHOOL      | 984.83  | \$84,559  |
| 50 | 502741 | PALM BEACH | ROYAL PALM BEACH ELEMENTARY SCHOOL   | 630.07  | \$54,099  |
| 50 | 502761 | PALM BEACH | CHOLEE LAKE ELEMENTARY SCHOOL        | 906.41  | \$77,826  |
| 50 | 502781 | PALM BEACH | TRADEWINDS MIDDLE SCHOOL             | 727.33  | \$62,449  |
| 50 | 502821 | PALM BEACH | OSCEOLA CREEK MIDDLE SCHOOL          | 836.08  | \$71,787  |
| 50 | 502861 | PALM BEACH | PIERCE HAMMOCK ELEMENTARY SCHOOL     | 453.89  | \$38,972  |
| 50 | 503002 | PALM BEACH | PALM BEACH COUNTY JAIL               | 13.15   | \$1,129   |
| 50 | 503010 | PALM BEACH | PACE CENTER FOR GIRLS                | 41.40   | \$3,555   |
| 50 | 503024 | PALM BEACH | HIGHRIDGE FAMILY CENTER              | 21.10   | \$1,812   |
| 50 | 503251 | PALM BEACH | WEST BOCA RATON HIGH SCHOOL          | 2084.94 | \$179,016 |
| 50 | 503341 | PALM BEACH | EQUESTRIAN TRAILS ELEMENTARY         | 793.66  | \$68,145  |
| 50 | 503351 | PALM BEACH | GRASSY WATERS ELEMENTARY SCHOOL      | 608.34  | \$52,233  |
| 50 | 503355 | PALM BEACH | RIVIERA BEACH PREP ACADEMY           | 119.96  | \$10,300  |
| 50 | 503361 | PALM BEACH | ELBRIDGE GALE ELEMENTARY SCHOOL      | 806.36  | \$69,235  |
| 50 | 503371 | PALM BEACH | EMERALD COVE MIDDLE SCHOOL           | 1154.21 | \$99,102  |
| 50 | 507001 | PALM BEACH | K12 FLORIDA, LLC – GRADES KG-12      | 190.42  | \$16,350  |
| 50 | 507004 | PALM BEACH | PALM BEACH VIRTUAL FRANCHISE         | 148.68  | \$12,766  |

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## A+ School Recognition Guide

### School District website navigation to:

**Bonus Calculation Worksheet** – Departments > Budget > Resources and Tools > A+ Bonus > A+ Bonus Calculation Worksheet

**Payroll Processing Guidelines** – Departments > Budget > Resources and Tools > A+ Bonus > A+ Bonus Payroll Processing Guidelines

### Completing the Bonus Calculation Worksheet:

Please type in your School number in the **yellow** space below the title on the bonus calculation worksheet. This will automatically fill in your school name and your award amount. This item allows the form to give you an error message if you go over budget.

| WORKSHEET FOR SCHOOL RECOGNITION BONUSES |      |
|------------------------------------------|------|
| School #                                 | #N/A |
| Award Amount                             | #N/A |

The worksheet calculates bonuses for account 518410 and automatically calculates the fringe benefits for account 518410 that will be charged to your budget. Make sure that you have taken the fringe benefits charge into account when figuring how much to pay in bonuses to staff. Your budget will be charged an additional 7.65% in fringe benefits, so you will need to back this out from the bonus amount. For example: If you have \$40,000 allocated for bonuses and you have 50 people that will be getting those bonuses you would divide \$40,000 by 50 to get \$800. Before filling out the worksheet you will need to divide \$800 by 1.0765 to back out the fringe benefits charge. Therefore, you would use \$743.14 for the bonus amount in the column named **Bonus Amount Per Person (Gross Pay)**. The worksheet will automatically calculate the 7.65% for the fringe benefits charge of \$2,842.51, and the total charge to your budget is \$39,999.51 (the amount in the purple cell at the bottom of the pink column).

| NUMBER OF PARTICIPANTS AND BONUS AWARDS |           |                                     |                    | CHARGES TO SCHOOL RECOGNITION FUNDS    |                                                                             |                           | INDIVIDUAL EMPLOYEE PAYCHECKS |                                      |                  |
|-----------------------------------------|-----------|-------------------------------------|--------------------|----------------------------------------|-----------------------------------------------------------------------------|---------------------------|-------------------------------|--------------------------------------|------------------|
| Employee Description                    | Function# | Bonus Amount Per Person (Gross Pay) | # of Staff Members | TOTAL Payroll Expense (Account 518410) | Fringe Benefits Expense to be Charged to A+ Budget @ 7.65% (Account 521500) | TOTAL CHARGE TO A+ BUDGET | Employee Bonus Pay            | Employee Payroll Deductions @ 32.85% | Employee Net Pay |
| Teachers (Group 1)                      | 5150      | \$ 743.14                           | 30                 | \$ 22,294.20                           | \$ 1,705.51                                                                 | \$ 23,999.71              | \$ 743.14                     | \$ 244.12                            | \$ 499.02        |
| Teachers (Group 2)                      | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Teachers (Group 3)                      | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Paraprofessionals                       | 5150      | 743.14                              | 5                  | 3,715.70                               | 284.25                                                                      | 3,999.95                  | 743.14                        | 244.12                               | 499.02           |
| Administration                          | 7310      | 743.14                              | 2                  | 1,486.28                               | 113.70                                                                      | 1,599.98                  | 743.14                        | 244.12                               | 499.02           |
| Office Staff                            | 7310      | 743.14                              | 3                  | 2,229.42                               | 170.55                                                                      | 2,399.97                  | 743.14                        | 244.12                               | 499.02           |
| Food Service Staff                      | 7310      | 743.14                              | 5                  | 3,715.70                               | 284.25                                                                      | 3,999.95                  | 743.14                        | 244.12                               | 499.02           |
| Other Support Staff                     | 7310      | 743.14                              | 2                  | 1,486.28                               | 113.70                                                                      | 1,599.98                  | 743.14                        | 244.12                               | 499.02           |
| Custodial Staff                         | 7902      | 743.14                              | 2                  | 1,486.28                               | 113.70                                                                      | 1,599.98                  | 743.14                        | 244.12                               | 499.02           |
| Security Staff                          | 7922      | 743.14                              | 1                  | 743.14                                 | 56.85                                                                       | 799.99                    | 743.14                        | 244.12                               | 499.02           |
| <b>TOTAL</b>                            |           |                                     | <b>50</b>          | <b>\$ 37,157.00</b>                    | <b>\$ 2,842.51</b>                                                          | <b>\$ 39,999.51</b>       |                               |                                      |                  |

The number of employees and bonus amounts must match on both the bonus calculation worksheet and payroll spreadsheet. The bonus amounts in the column named **Employee Bonus Pay** (the green column) on the bonus calculation worksheet and the bonus amounts on the payroll spreadsheet should match. Also, make sure the **number of bonuses per function** match on the bonus calculation worksheet and payroll spreadsheet. Please count each staff member as one even if they are only getting a portion of the bonus. If you have one staff member getting one-half of the bonus amount, you would list the actual bonus amount and one staff member on a separate line. If you run out of lines, call the School Recognition contact to obtain a form with more lines.

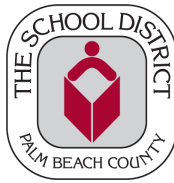
The bottom of the bonus calculation worksheet shows you what your transfer will look like. The budget department will process your transfer once the worksheet is approved and everything matches.

| Budget Amendment Required to Fund A+ Bonuses: |      |          |         |            |                |            |                |
|-----------------------------------------------|------|----------|---------|------------|----------------|------------|----------------|
|                                               | Fund | Function | Account | Department | Budget Manager | Local Code | Amount         |
| DECREASE                                      | 1101 | 5150     | 551100  | 0862       | 0862           | 0          | \$ (39,999.51) |
| INCREASE                                      | 1101 | 5150     | 518410  | 0862       | 0862           | 0          | 26,009.90      |
| INCREASE                                      | 1101 | 5150     | 521500  | 0862       | 0862           | 0          | 1,989.76       |
| INCREASE                                      | 1101 | 7310     | 518410  | 0862       | 0862           | 0          | 8,917.68       |
| INCREASE                                      | 1101 | 7310     | 521500  | 0862       | 0862           | 0          | 682.20         |
| INCREASE                                      | 1101 | 7902     | 518410  | 0862       | 0862           | 0          | 1,486.28       |
| INCREASE                                      | 1101 | 7902     | 521500  | 0862       | 0862           | 0          | 113.70         |
| INCREASE                                      | 1101 | 7922     | 518410  | 0862       | 0862           | 0          | 743.14         |
| INCREASE                                      | 1101 | 7922     | 521500  | 0862       | 0862           | 0          | 56.85          |

| Valid Function# |
|-----------------|
| 5150            |
| 7310            |
| 7902            |
| 7922            |

**Both the bonus calculation worksheet and payroll spreadsheet must be submitted.** It is most helpful if these documents are submitted simultaneously. Along with the two excel documents, please send a copy of the ballot and the SAC minutes.

**Please refer to your payroll processing guidelines to find out when your checks will be distributed.** The payroll processing guidelines include a schedule of when the checks will be distributed based on the date the completed documents above are submitted.



## Guidance on the Use of the Florida School Recognition Program

In accordance with [Florida Statute 1008.36](#), the **School Recognition Program**, schools that qualify under the Florida School Recognition Program will receive State-allocated financial incentives to reward high performance or significant improvement. These incentives must be used for the benefit of the school, and the specific use of the funds must be determined **jointly by the current school staff and the current School Advisory Council (SAC)**. Employees currently on an approved leave of absence but still assigned to the school will have the same opportunity as other eligible staff members to participate in the School Recognition voting process. Participation while on leave is entirely voluntary, and employees are not required to respond, vote, or take any action while on leave.

### Eligibility Criteria

Schools are eligible for recognition funds if they:

- Receive an "A" grade for high performance.
- Improve by at least one letter grade.
- Improve by more than one letter grade and sustain that improvement; or
- Alternative schools that maintain or improve their rating to "commendable."

### Decision-Making Process

By **February 1st** of the school year, the school staff and the SAC must jointly agree on how to allocate the awarded funds. It is recommended that the school establish an Ad Hoc Florida School Recognition Committee representative of the instructional/non-instructional staff at the school site, as required by SAC bylaws and Sunshine Law. The first committee meeting should occur no later than **November 1st of the school year** to meet the deadline.

If no agreement is reached by **February 1st**, the funds will be **distributed equally among all classroom teachers currently teaching at the school**.

### Florida School Recognition Committee Guidelines

It is essential that the **Florida School Recognition Committee** is tasked with managing the decision-making process and is composed in a manner that adheres to statutory guidelines. All employees must be **allowed** to submit their names and participate in the committee, which plays a crucial role in drafting ballot options. Schools should adhere to the procedures outlined in the SAC Bylaws.

## Recommended Best Practices:

- **Communication:** The Principal and the EBC Chair jointly communicate the date, time, and location of the first School Recognition meeting via email to all faculty and staff, ensuring consistent, transparent, and timely communication.
- **School Recognition Guidance:** The committee should review the School Recognition Guidance document along with the School Advisory Council bylaws to ensure proper procedures are in place.
- **Committee Formation:** The committee must be formed with transparency, allowing all interested employees to participate and representing both instructional and non-instructional staff. Ad hoc committees may not continue from one year to the next and must be newly established each year.
  - A committee Chair should be selected by the committee participants.
- **Adequate Notice:** Proper notice must be given to all faculty members ahead of any Committee meetings as per the [Sunshine Law](#).
- **Sunshine Law:** Committee members should conduct committee business in accordance with applicable Florida Sunshine Law requirements and avoid discussing committee matters outside of properly noticed public meetings.
- **Ballot Development:** The purpose of the Committee is to draft ballot options for staff consideration. The ballot should include all viable options submitted by the committee, allowing the results of the vote to determine the outcome. The committee lead/committee members present ballot options to the SAC for review and approval.
  - Recommendations should be clear, actionable, and aligned with state statutes and school policies.
  - One option must be “None of the above.”
  - The ballot options are then presented to SAC for approval and/or SAC to propose an additional option.
  - SAC cannot revoke any of the AdHoc committee options, but they can add an option.
- **Voting Window:** Staff should receive advance notice of the voting window and location, ideally at least five workdays prior. The voting window should run for multiple days in a secure location. It is recommended that the committee designate two committee representatives to oversee this process; they will maintain the sign-in sheet, ballots, and votes. To uphold the integrity of the voting process, the use of **Google Forms is prohibited** for conducting the final Florida School Recognition Ballot vote. Following SAC approval of the official ballot and finalization of all voting options, voting must be conducted using paper ballots to ensure the highest standards of integrity, confidentiality, and security are maintained.
  - An example of the step-by-step process for secret ballots can be found in the **Florida School Recognition Funds Allocation: Official Voting Protocol** section of this document for your reference.
- **Counting of the Ballots:** A designated time and location for counting the ballots is to be communicated to the staff in advance, and all staff are permitted to be present. The option that receives the majority of votes (51% or more) from the participating staff will be considered the selected option.
  - **Example:** If there are 110 current voting staff members, 56 votes or more (**51%**) are required for an option to be considered the winning option.

If a revote is necessary, all staff members who are eligible to vote will be provided the opportunity to participate in the revote, which will be conducted using the same voting procedures as the initial vote.

The results should be brought forward to SAC for informational purposes only, with no further action needed.

If these processes are improperly handled or if the staff and the SAC cannot reach an agreement by February 1st, any committee decisions will be discarded, and the awards must be equally distributed to all classroom teachers currently teaching in the school.

### **Approved Uses of Florida School Recognition Funds**

As outlined by the statute, School Recognition Awards can only be used for:

1. Nonrecurring bonuses to the school's faculty and staff, excluding nurses
2. Nonrecurring expenditures on educational equipment or materials aimed at maintaining or improving student performance
3. Temporary personnel hired to assist in maintaining or improving student performance

These funds are not subject to collective bargaining, meaning the school's staff and SAC have the sole authority to determine the allocation within these categories.

For further details, including guidance on bonus calculations, please refer to the most recent FLORIDA SCHOOL RECOGNITION PROGRAM UPDATES [bulletin](#) from the district. If you have any questions regarding the process, please contact **Michelle Martin** in the Budget Office.

Department.Contact: [Luz Patricia Saldarriaga](#) or [Natalie Cromwell](#) if you have any questions.

# **Florida School Recognition Funds Allocation: Official Voting Protocol**

## **Step 1: Create Paper Ballots**

- The committee designs a paper ballot with clear voting options (e.g., how the Florida School Recognition funds will be used).
- Ensure each option is clearly defined to avoid confusion.
- Make enough copies for all eligible staff members, one per person.

## **Step 2: Set Up a Sign-In Sheet**

- Create a sign-in sheet to document all voting participants.
- Each staff member signs in and receives one ballot. This ensures that each individual can vote only once.

## **Step 3: Secure Voting Location**

- Designate a secure area for voting (e.g., an office or staff room).
- Establish a private area where staff members may complete their ballots confidentially.
- Provide a secure ballot box or sealed container for completed ballots to be deposited.

## **Step 4: Announce the Time and Location for Ballot Counting**

- Communicate the time and location for counting the ballots to all staff members in advance.
- Make it clear that any staff member is welcome to attend the ballot counting to observe the process.

## **Step 5: Secure Storage of Ballots**

- Once the voting is complete, ensure the ballots are stored in a secure location until counting begins.
- The container should remain locked and tamper-proof until the scheduled counting time.

## **Step 6: Conduct Transparent Counting**

- At the pre-announced time and location, a designated group of committee members shall convene to count the ballots.
- Optionally, the reading of the ballots may be recorded to ensure transparency in the voting process.
- Staff members may attend the ballot counting process as observers; however, they may not interfere with the process.

## **Step 7: Announce Results**

- Once counting is complete, share the results with the staff, either in person or through written communication.
- If any objections or concerns arise during the process, address them immediately to ensure fairness.
- Present results to SAC.

**DISTRICT OPERATED SCHOOLS ONLY - WORKSHEET FOR SCHOOL RECOGNITION BONUSES - FY27**

**School #** #N/A

**Award Amount** #N/A

Instructions: First, enter the school number into the **YELLOW** area of the worksheet heading. Then, enter the Award amount per person and number of employees in the **YELLOW** section of the spreadsheet. The total funding required to make the bonus payments is highlighted in **PURPLE**. The payment amounts that should be listed on the spreadsheet submitted to Payroll for processing are highlighted in **GREEN**. The budget transfer is listed at the bottom of the spreadsheet.

**Be sure the amount highlighted in purple does not exceed your total available budget for bonuses.**

| NUMBER OF PARTICIPANTS AND BONUS AWARDS |           |                                     |                    | CHARGES TO SCHOOL RECOGNITION FUNDS    |                                                                             |                           | INDIVIDUAL EMPLOYEE PAYCHECKS |                                      |                  |
|-----------------------------------------|-----------|-------------------------------------|--------------------|----------------------------------------|-----------------------------------------------------------------------------|---------------------------|-------------------------------|--------------------------------------|------------------|
| Employee Description                    | Function# | Bonus Amount Per Person (Gross Pay) | # of Staff Members | TOTAL Payroll Expense (Account 518410) | Fringe Benefits Expense to be Charged to A+ Budget @ 7.65% (Account 521500) | TOTAL CHARGE TO A+ BUDGET | Employee Bonus Pay            | Employee Payroll Deductions @ 32.85% | Employee Net Pay |
| Teachers (Group 1)                      | 5150      |                                     |                    | \$ -                                   | \$ -                                                                        | \$ -                      | \$ -                          | \$ -                                 | \$ -             |
| Teachers (Group 2)                      | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Teachers (Group 3)                      | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Teachers (Group 4)                      | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Teachers (Group 5)                      | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Paraprofessionals                       | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Paraprofessionals                       | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Paraprofessionals                       | 5150      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Administration                          | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Administration                          | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Office Staff                            | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Office Staff                            | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Office Staff                            | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Office Staff                            | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Food Service Staff                      | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Food Service Staff                      | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Food Service Staff                      | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Food Service Staff                      | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Other Support Staff                     | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Other Support Staff                     | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Other Support Staff                     | 7310      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Custodial Staff                         | 7902      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Custodial Staff                         | 7902      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Custodial Staff                         | 7902      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Security Staff                          | 7922      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| Security Staff                          | 7922      |                                     |                    | -                                      | -                                                                           | -                         | -                             | -                                    | -                |
| <b>TOTAL</b>                            |           |                                     | -                  | \$ -                                   | \$ -                                                                        | #N/A                      |                               |                                      |                  |

**Budget Amendment Required to Fund A+ Bonuses:**

|          | Fund | Function | Account | Department | Budget Manager | Local Code | Amount |
|----------|------|----------|---------|------------|----------------|------------|--------|
| DECREASE | 1101 | 5150     | 551100  | 0          | 0              | 0          |        |
| INCREASE | 1101 | 5150     | 518410  | 0          | 0              | 0          |        |
| INCREASE | 1101 | 5150     | 521500  | 0          | 0              | 0          |        |
| INCREASE | 1101 | 7310     | 518410  | 0          | 0              | 0          |        |
| INCREASE | 1101 | 7310     | 521500  | 0          | 0              | 0          |        |
| INCREASE | 1101 | 7902     | 518410  | 0          | 0              | 0          |        |
| INCREASE | 1101 | 7902     | 521500  | 0          | 0              | 0          |        |
| INCREASE | 1101 | 7922     | 518410  | 0          | 0              | 0          |        |
| INCREASE | 1101 | 7922     | 521500  | 0          | 0              | 0          |        |

| Valid Function# |
|-----------------|
| 5150            |
| 7310            |
| 7902            |
| 7922            |

## Payroll Processing Guidelines for School Recognition Funds

To simplify submission of bonus payments, a query has been created which provides a list of employees for each school in a spreadsheet. Please follow the directions as outlined below to create a spreadsheet for payroll submission:

- Access PeopleSoft Human Resources/Payroll (HCM HRPRD)
- Run a query using the following navigation:
  - Reporting Tools>Query>Query Viewer
  - In the 'begins with' field enter: PB\_PR\_UPLD\_A\_PLUS and click 'search'
  - Click on the Excel link
  - In 'Dept ID' field: enter school number & click 'View Results'
- The query will display employee ID, employee pay group, employee name, and employee record number for those employees who were active at your location for FY26. Save the document in Excel.
- If a bonus is being paid to an employee who has transferred to another location and their information does not display on your query, please add their pay group, name, employee ID, amount and combo code to the bottom of your list. If a bonus is being paid to an employee no longer with the District, please add them to the bottom of the list using the same fields described above. (You do not need to include 'Dept Date', it is informational only.) Should you need assistance with this information, please contact Payroll.
- You only need to enter the payroll combo code and dollar amount for employees to receive the bonus\*; enter payroll combo code according to functions shown on the bonus calculation worksheet:
  - **Dept**-BON1101-5150-0000                      function 5150 = Instructional
  - **Dept**-BON1101-7310-0000                      function 7310 = Administrative
  - **Dept**-BON1101-7902-0000                      function 7902 = Custodial
  - **Dept**-BON1101-7922-0000                      function 7922 = Security

**(Replace Dept with your school location number)**

**\* Please do not remove, hide or otherwise rearrange the columns.**

*All teachers and paras, regardless of their function at the school, should be paid from function 5150 for these bonuses. Any other functions not listed on the bonus calculator worksheet should roll into function 7310.*

- **Please do not submit your spreadsheets directly to Payroll for processing.** Email your completed A+ spreadsheet and your teacher query as an **Excel** email attachment, along with a copy of the ballot and SAC minutes to Michelle Martin in Budget at [michelle.martin@palmbeachschools.org](mailto:michelle.martin@palmbeachschools.org)

Fully completed payment worksheets submitted will be paid as follows:

| <b>Submitted by</b> | <b>Pay Check Date</b> |
|---------------------|-----------------------|
| October 31, 2026    | December 4, 2026      |
| November 14, 2026   | December 18, 2026     |
| November 28, 2026   | December 31, 2026     |
| December 12, 2026   | January 15, 2027      |
| December 26, 2026   | January 29, 2027      |
| January 9, 2027     | February 12, 2027     |

#### **Special processing for School Nurses:**

**Per the HealthCare District, school nurses are no longer eligible to receive a bonus.**

**For questions related to the A+ Bonus Calculator worksheet, please contact Michelle Martin at 561-434-8834.**

**For questions related to the Payroll Query please Melissa Hannafey at 561-434-7493 or Teri Jensen at 561-434-8944.**