Florida School Recognition Program (A+ Funds) Checklist 2026-2027

Kelli S. Blackburn, School Improvement Coordinator

Deadline: February 1, 2027

NOTE: The information below is based on the 2025–2026 criteria and is subject to change once the FLDOE releases 2026-2027 guidance. Any school that starts the process before the new guidance is issued will be required to follow the updated requirements.

Instructions: To complete the A+ Funds process, backward plan from the **February 1** completion deadline to schedule and complete all required actions on this checklist. For detailed guidance, use this resource and the others listed below.

Once the process is complete, the principal reviews and emails the completed Florida School Recognition Program packet to the School Improvement Instructional Facilitator **as one PDF packet,** in the order shown on the checklist.

Additional resources coming soon:

- **SIP-Bites Florida School Recognition Program (A+ Funds)**
- **2026-2027 Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet**
- **2026-2027 Florida School Recognition Program (A+ Funds) PowerPoint**

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 Actions (Must happen in the order presented.)	**Required Documents** (Principal reviews and emails all required documents below, in checklist order, as one PDF packet.)	**1st Meeting**	**2nd Meeting** (if applicable)	**3rd Meeting** (if applicable)
School Advisory Council (SAC) Meeting **More than one meeting may be required. Plan accordingly.**		**Date:**	**Date:**	**Date:**
SAC meets during a regularly scheduled meeting to discuss, develop, and approve written proposals for the A+ Funds ballot in accordance with Florida Statute 1008.36. **Before the meeting** 1. Select a 2026–2027 SAC meeting date to discuss A+ Funds. 2. Create the agenda and include *"Florida School Recognition Program (A+ Funds) Proposals"* as an agenda item. a. Place all items requiring a SAC vote early on the agenda (prior minutes approval, A+ Funds proposals and ballot, etc.). 3. Advertise the meeting **and** full agenda in at least two ways to all stakeholders at least three (3) full business/workdays before the meeting. **During the meeting (A+ Funds agenda item)** 4. **SAC members discuss:** a. A+ Funds award amount and its use per state statute (non-recurring faculty/staff bonuses, temporary personnel, and non-recurring educational equipment and materials). b. Proposal ideas aligned to: i. **Providing bonuses** (if applicable) – Indicate the exact dollar amount or percentage (recommended) of award	**Email SAC Meeting Advertisements** • Email **at least two (2)** SAC meeting advertisements (ParentLink Message Details Report, flyer, school website, newsletter, email, etc.) that were sent to **all** stakeholders (staff, parents, community, etc.). • Each meeting advertisement must: ○ Include date, time, location, and full agenda ○ Identify all stakeholder recipients ○ Show date they were sent out and/or posted (at least three (3) full business/workdays before the meeting) **Email SAC Meeting Agenda** *"Florida School Recognition Program (A+ Funds) Proposals"* must be shown as an agenda item. **Email SAC Meeting Minutes** The A+ Funds section must document: • A+ Funds discussion • Proposal ideas (eligible staff bonuses, temporary personnel, and/or educational equipment and materials) • "None of the Above" as an option • Allocation of leftover funds • SAC motions and roll-call vote to approve ballot proposals • Outcome of the SAC roll-call vote			

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allocated, recipients (current and/or prior year staff), and criteria to receive bonus (recommended). ii. **Hiring temporary personnel** (if applicable) – Indicate the exact dollar amount or percentage (recommended) of award allocated, type of position(s), and purpose. iii. **Purchasing educational equipment and materials** (if applicable) – Indicate the exact dollar amount or percentage (recommended) of award allocated, requested items, and purpose. c. The inclusion of "*None of the Above*" as a required proposal option. d. Allocation of *left over funds* (funds can **only** be used for educational equipment and materials), a requirement on the ballot. e. A+ Funds Staff Vote – schedule date, time, and location. 5. **SAC members only vote by roll call** to approve the proposal ideas for the official, written A+ Funds ballot (discussion, motions, roll call vote, and results must be reflected in the minutes). a. To vote on any agenda items, a quorum (majority, more than half of the required SAC members) must be present. 6. **A+ Funds Ballot must include:** a. All SAC approved proposals. i. Bonus proposal(s) must include the exact dollar amount or percentage allocation, recipients (current and/or prior year staff), and criteria for receiving bonuses. ii. Temporary personnel proposal(s) must include the exact dollar amount or percentage allocation, type of position(s) and purpose. iii. Educational equipment and materials proposal(s) must include the exact dollar amount or percentage allocation, requested items and purpose. b. Allocation of leftover funds for educational equipment and materials **only**. c. "None of the Above" as a required option. 7. **SAC minutes** must concisely document the A+ Funds process from discussion through the	• Copy of the official SAC-approved ballot • Date, time, and location of the upcoming staff vote **Email SAC Meeting Sign-In Sheets** SAC members **and** guests sign in sheets must be included.			

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SAC vote (discussion, motions, roll call vote, and results must be reflected).				
Required Actions (Must happen in the order presented.)	**Required Documents** (Principal reviews and emails all required documents below, in checklist order, as one PDF packet.)	**1st Vote**	**2nd Vote** (if applicable)	**3rd Vote** (if applicable)
Staff Vote for Florida School Recognition Program (A+ Funds) **More than one vote may be required. Plan accordingly.**		**Date:**	**Date:**	**Date:**
Eligible school staff vote on the A+ Funds proposals by secret ballot. 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/ workdays prior to voting**. 2. Staff will vote on the advertised date and time by secret ballot. 3. Absent staff may vote if they return within one (1) workday after the vote. 4. The proposal that receives a majority vote will be implemented. 5. If no proposal receives a majority vote, or if "None of the Above" receives the majority vote, SAC reconvenes and restarts the process.	**Email Written A+ Funds Advertisement Sent to Staff (e.g., email or posted notice)** The advertisement must: • Include the date, time, and location of the vote. • State the purpose of the vote, such as voting on the Florida School Recognition Program (A+ Funds) distribution. • Include the SAC-approved A+ Funds ballot. • Be sent/posted **at least three (3) full business/workdays before the staff vote**.			
	Email 2026-2027 Staff Roster of Eligible Voters • Eligible staff members who vote must sign next to their names on the staff roster. • Clearly identify absent staff who did not vote on the staff roster.			
	Email A+ Funds Approved Ballot Send a copy of the SAC-approved Florida School Recognition Program (A+ Funds) ballot.			
	Email Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet Each section of the form must be completed and include all required signatures.			