



Date: October 12, 2023
To: All Principals
From: Jennifer Sasser, Senior Executive Director
Research, Measurement and Strategy
Michelle Paul, Director
Accountability
Subject: School Recognition Program and School Advisory Council (SAC) Bylaws

School Recognition Program

The Office of Funding and Financial Reporting for the Florida Department of Education (FDOE) provided information that the legislature appropriated \$200 million for the Florida School Recognition Program. Funds will be distributed to schools after the 2022-23 informational baseline school grades are released this winter.

According to [s. 1008.36, F.S.](#), schools are eligible to receive these funds if they:

- (a) Sustain high performance by receiving a school grade of “A” making excellent progress; or
- (b) Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade and sustaining the improvement the following school year.

According to [s. 1008.36 \(5\), F.S.](#), funds must be used for the following purposes:

- (a) Nonrecurring bonuses to the faculty and staff;
- (b) Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
- (c) Temporary personnel for the school to assist in maintaining and improving student performance.

If school staff and the School Advisory Council (SAC) cannot reach an agreement by **February 1**, the awards must be equally distributed to all classroom teachers currently teaching in the school. Definitions for staff are provided in [s. 1012.01 F.S.](#) and include instructional personnel, administrative personnel and educational support employees.

Based on [s. 1008.36 F.S.](#), the Florida School Recognition Program incentive awards are not subject to collective bargaining.

SAC Bylaws Template

Every year, the district provides a SAC Bylaws Template for schools to follow. **SAC Bylaws should include a School Recognition Program process for schools to use if awarded funds.** According to the FDOE [School Advisory Council Technical Assistance Guide](#), the district may require procedures, policies or a uniform bylaws template for all SACs in their district.



For the 2023-24 school year, the district developed **recommended** language for the Florida School Recognition Program to be included in SAC Bylaws. The updated language supports a process that includes all staff in alignment with [s. 1008.36, F.S.](#)

Additionally, all stakeholders, including the Faculty Advisory Committee (FAC), will have the opportunity to propose options for the School Recognition Program.

The recommended language in the SAC Bylaws template is included below.

Article IX: Florida School Recognition Program

1. Funds must be used for purposes listed below as determined jointly by the school's staff and school advisory council.
 - a. Definitions for staff are provided in [s. 1012.01, F.S.](#) and include instructional personnel, administrative personnel and educational support employees.
 - b. 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.
 - c. Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining ([s. 1008.36, F.S.](#)).
2. School recognition awards must be used for the following ([s. 1008.36\(4\), F.S.](#)):
 - a. Nonrecurring bonuses to the faculty and staff;
 - b. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - c. Temporary personnel for the school to assist in maintaining and improving student performance.
3. Florida School Recognition Program money may not be paid to school resource officers (SROs). Under the SRO contracts with local law enforcement, SROs remain employees of the local enforcement agency, not OCPS. SROs are under the direct supervision and control of the Law Enforcement Agency. They remain employees of the Law Enforcement Agency and are responsible and accountable to the Law Enforcement Agency's chain of command.

<< Schools should outline a process for the School Recognition Program in this section. Item #4 below is recommended for Article IX. Please delete or edit if your SAC does not adopt this language. >>

4. Each school will designate a SAC Subcommittee and/or the principal to facilitate the School Recognition Program voting process.
5. Each school SAC Subcommittee and/or principal will advertise for at least seven days the request for preliminary proposals from all active staff for the allocation of the School Recognition Program funds. Definitions for staff are provided in [s. 1012.01, F.S.](#), and include instructional personnel, administrative personnel and educational support employees.
 - a. The SAC Subcommittee and/or principal may ask questions to the staff member submitting a proposal to seek clarity regarding the option to determine if the proposal meets statutory requirements.
 - b. All preliminary proposals that meet statutory requirements will be added to a ballot to be voted on by all staff to determine the top three proposals to move forward to the (SAC) for review.

- c. The ballots with the preliminary proposals will be collected by the SAC Subcommittee and/or principal.
 - d. The SAC Subcommittee and/or principal will advertise the preliminary ballot to the entire staff at least three days prior to scheduled voting.
 - e. Voting will take place by confidential ballot.
 - f. It will be the responsibility of the SAC Subcommittee and/or principal to designate the date and time of the vote and to oversee the voting process to ensure voting is open to all active staff members.
 - g. Principals will abstain from voting regarding the allocation of the School Recognition Program funds.
 - h. Tallying of the preliminary vote will be completed in an open forum by the SAC Subcommittee and/or principal, along with a Classroom Teachers Association (CTA) representative and an Orange Education Support Professional Association (OESPA) representative. The date and time for tallying the preliminary vote must be advertised for at least three days and open for all stakeholder groups to attend.
 - i. The top three preliminary proposals with the most votes will be shared as a voting agenda item by the SAC Subcommittee and/or principal at the next scheduled SAC meeting for approval of the final ballot.
 - j. If there is a situation where proposals are tied for the most votes (e.g., there are two options that are tied for the third-most votes), both options can be included in the proposals presented to SAC on the final ballot.
6. During a scheduled SAC meeting, the three preliminary proposals will need to be approved as a voting agenda item for a final ballot. Passage of the preliminary proposals for a final ballot will require a SAC simple majority (51%) of quorum.
- a. All attending stakeholders will have the opportunity to review the three preliminary proposals for the allocation of the School Recognition Program funds.
 - b. If any of the preliminary proposals are not approved fully by SAC, they will be removed from the final ballot. The language of the preliminary proposals cannot be changed by SAC.
 - c. All stakeholders in attendance at the public SAC meeting regarding the School Recognition Program proposals can provide input regarding the three preliminary proposals, regardless of SAC membership.
 - d. All stakeholders in attendance can ask reflective questions to seek clarity of the proposed options and corresponding impact (e.g., asking for the final dollar amount after the calculation of the proposed percentage per individual based on the proposed option).
7. After the SAC meeting, the SAC Subcommittee and/or principal will develop a final ballot with the proposals approved by the SAC, along with the mandatory inclusion of the option "none of the above."
- a. The written ballot must include the option of "none of the above." Any options written on the ballot at the time of voting will be counted as a vote for "none of the above."
 - b. The SAC Subcommittee and/or principal will advertise the final ballot to the entire staff at least three days prior to scheduled voting.
 - c. Voting will take place by confidential ballot.
 - d. It will be the responsibility of the SAC Subcommittee and/or principal to designate the date and time of the vote and to oversee the voting process to ensure voting is open to all staff members.



- e. Principals will abstain from voting regarding the allocation of the School Recognition Program funds.
- f. Tallying of the final vote will be completed in an open forum by the SAC Subcommittee and/or principal, along with a CTA representative and an OESPA representative. The date and time for tallying the final vote must be advertised for at least three days and open for all stakeholder groups to attend.
 - i. If there is a tie for the most votes between two or more options, a new final ballot will be developed by the SAC Subcommittee and/or principal and a new vote will need to occur with only the options that received the most votes in the tie.
 - ii. If “none of the above” receives the most votes, the SAC Subcommittee and/or principal will restart the process of requesting proposals if time permits prior to February 1 ([s. 1008.36\(4\), F.S.](#)).
- 8. The proposal with the most votes will be brought to the SAC as an agenda item by the SAC Subcommittee and/or principal as the option to be voted on and implemented. Passage of this option will require a SAC simple majority (51%) of quorum of the voting members.
 - a. If the option does not pass with a simple majority (51%) of quorum of the voting members, the principal will restart the process with requesting new proposals if time permits prior to February 1 ([s. 1008.36\(4\), F.S.](#)).

SAC Bylaws and Minutes

Approved or amended bylaws, with the current school year documented, need to be uploaded to [SACFiles.ocps.net](https://sacfiles.ocps.net) by **February 1, 2024**. Remember, any SAC bylaws’ revisions must be approved by the SAC committee. SAC meetings are required to take official minutes which should be made available promptly by uploading to [SACFiles.ocps.net](https://sacfiles.ocps.net). The Accountability department will monitor and review uploaded SAC files.

An updated [2023-24 SAC Guide.pdf](#) including the recommended School Recognition Program language and the [2023-24 SAC Bylaws Template.docx](#) are now available.

For more information, please visit our ims-rms.ocps.net site and/or contact the Accountability department.

Deborah Izzo Senior Administrator deborahann.izzo@ocps.net 407.317.3200 ext. 200-2765	Kevin Thomas Senior Administrator kevin.thomas@ocps.net 407.317.3200 ext. 200-4741	Joseph Morgan Senior Administrator joseph.morgan@ocps.net 407.317.3200 ext. 200-2730
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