

School & District Procedures for School Recognition Funds Process

All schools are strongly encouraged to vote in the spring of each school year to come to an agreement on how the School Recognition Funds (SRF) will be allocated.

Voting should be conducted in the spring for a potential award based on that school year's data, which would be distributed in the spring of the following school year.

The agreement must be approved jointly by the school's staff and SAC. 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.

1. April/May – Each school determines a process of determining how school recognition funds will be used in the school. Schools come up with a procedure on how to allocate SRF funds, if they are disbursed the following year.
2. April/May - SRF plan approved by school staff is presented to SAC. If approved by SAC and faculty/staff a signed “School Recognition Funds – District Request Form” is forwarded to the PAA office **along with voting procedures and results**. The school submits a copy of the procedural plan along with an **original, signed** School Recognition Funds District Request Form from the SJCS D.
3. April/May- The plan is reviewed for fidelity and signatures:
 - If the plan is approved it is held at the PAA office until School Grades are released
 - If the plan is not approved it is returned to the school for review. The plan must then be resubmitted until an approved plan can be held at the PAA office.
4. Approximately mid-school year - Schools and the St. Johns County School District (SJCS D) are notified by the state of schools that earned school recognition funds.
5. March/April – FLDOE releases funds to the Chief Financial Officer for disbursement to schools.

Note: Funds are to be used for nonrecurring bonuses to the faculty and staff, nonrecurring expenditures for educational equipment or materials, or for temporary personnel to assist the school in maintaining or improving student performance (Section 1008.36(5), F.S.). The school's staff and SAC must decide to spend these funds on one or any combination of these three purposes. If the school's staff and SAC decide to give bonuses, they determine who is to receive them and how much each person will receive. The decision on the use of funds must not conflict with any district or state policies on expenditure of funds. Furthermore this decision must be decided prior to the funds disbursement, as a part of the plan that was voted on by both the school's faculty/staff and SAC.

**All dates are subject to change based on the Florida Department of Education's timeline.*