

FLORIDA RECOGNITION FUND COMMITTEE PROCESS

A committee called the **School Recognition Distribution Committee** will be formed. This committee will consist of faculty, as well non-instructional representation. The faculty representatives will be from K - 5, Resource, ESE, and Title I. The non-instructional staff will be represented by one person from each of these four areas: front office staff, custodial staff, cafeteria staff, and paraprofessionals/aides. The committee will include representation from St. Johns Education Association (SJEA), St. Johns Support Staff Association (SJSSA), a SAC chairperson, as well as the principal. By law, the recognition money can be spent on nonrecurring bonuses to the faculty and staff, nonrecurring expenditures for educational equipment and materials, or for temporary personnel to assist the school in maintaining or improving student performance.

A faculty and staff meeting will be held no later than the first Wednesday in October to discuss the procedures and the process for distribution of the school recognition money. The School Recognition Distribution Committee will be introduced to the faculty and staff.

General comments and/or recommendations from the faculty and staff will be entertained at that time.

At a time to be determined following the faculty and staff meeting, **the School Recognition Distribution Committee** will meet to discuss the allocation of the recognition money.

The School Recognition Distribution Committee will use informal dialogue initially to discuss ideas at their meetings. However, as formal proposals emerge the committee will rely on Roberts Rules of Order for deliberations. Proposals will require a simple majority to pass (51%). A quorum required to conduct business is 51% of committee members present. If the committee needs more time to reach a decision, they will meet again on a date to be determined. Proposals adopted by the committee will be voted on by the faculty/staff by secret ballot. It will take a simple majority for a proposal to be approved by the faculty and staff.

By state law, SAC must also approve the proposal. SAC cannot amend the proposal approved by the faculty/staff. However, they can reject the proposal and send it back to the School Recognition Distribution Committee for further deliberation and another vote by the faculty/staff.

If no proposal is agreed on by the faculty/staff and SAC by November 1, of the current year, by statute the awards must be equally distributed to all classroom teachers currently teaching in the school.