

Florida School Recognition Program (A+ Funds) Checklist

Kelli S. Blackburn, School Improvement Coordinator

Instructions: To complete the A+ Funds process, use this checklist along with the **SIP Bites – Florida School Recognition Program (A+ Funds)** and other listed resources for detailed instructions. Upon completion of the A+ process, the principal must review and email the school's completed Florida School Recognition Program packet to the School Improvement Instructional Facilitator as one PDF document in the order presented in the checklist below.

Additional resources:

- 2025-2026 Florida School Recognition Awards Process Timeline
- Florida School Recognition Awards (A+ Funds) Ballot Count Summary Sheet

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.

Actions (Must happen in the order presented)	Required Documents Upon completion of the A+ process, the principal must review and email the school's completed Florida School Recognition Program packet to the School Improvement Instructional Facilitator as one PDF document in the order presented on the checklist below.	1st Meeting	2nd Meeting (if applicable)	3rd Meeting (if applicable)
School Advisory Council (SAC) Meeting		Date:	Date:	Date:
<p>SAC meets during a scheduled meeting to discuss and create a ballot with written proposals aligned to the approved use of the school recognition awards in Florida Statute 1008.36.</p> <p>1. Advertise SAC meeting with the agenda to all stakeholders at least three (3) full business/work days prior to the meeting. Include the agenda.</p> <p style="margin-left: 20px;">a. Voting will take place. Ensure a quorum is present (50% plus 1 of the total number of required SAC members).</p> <p>2. Agenda must include "Florida School Recognition Program (A+ Funds) Proposals" as a topic.</p> <p>3. SAC discusses the proposals and conducts a vote (SAC members only) to approve a written ballot which includes the proposals and "None of the Above" for the allocation of the funds.</p> <p style="margin-left: 20px;">a. Leftover funds must be addressed on the ballot.</p> <p>4. Record the A+ Funds discussion and results of the SAC vote in the minutes.</p> <p>5. SAC should discuss the timeline for the upcoming staff vote.</p>	<p>Email at least two (2) SAC Meeting Advertisements (flyer, school website, newsletter, email, Parent Link, etc.) that include the meeting agenda (Sent to all stakeholders - staff, parents, community, etc., and includes the agenda, date, time and location of the meeting)</p> <ul style="list-style-type: none"> • Advertisements must show they were sent/posted at least three (3) full business/work days prior to the meeting the agenda and the recipients (all stakeholders). ✓ 	12/8		
	<p>Email SAC Meeting Agenda</p> <ul style="list-style-type: none"> • Florida School Recognition Program (A+ Funds) Proposals" is shown as a topic. ✓ 	12/8		
	<p>Email SAC Meeting Minutes</p> <ul style="list-style-type: none"> • Must reflect A+ Funds discussion, proposals, leftover funds, SAC vote for approved ballot proposals and the outcome of the vote, ballot creation for staff vote and discussion of the timeline for the upcoming staff vote. ✓ 	12/8		
	<p>Email SAC Meeting Sign-In Sheets</p> <ul style="list-style-type: none"> • For SAC members and guests ✓ 	12/8		
General Staff Vote		1st Vote Date:	2nd Vote (if applicable) Date:	3rd Vote (if applicable) Date:
<p>Staff votes by secret ballot on A+ Fund proposals.</p> <p>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/work days prior to voting.</p>	<p>Email Written Advertisement to Staff (email, posted notice, etc.)</p> <ul style="list-style-type: none"> • Advertisement must: <ul style="list-style-type: none"> ○ Go out at least three (3) business/work days prior to the vote and include the purpose of vote (e.g., voting on Florida ✓) 	12/08		

Florida School Recognition Program (A+ Funds) Checklist

Kelli S. Blackburn, School Improvement Coordinator

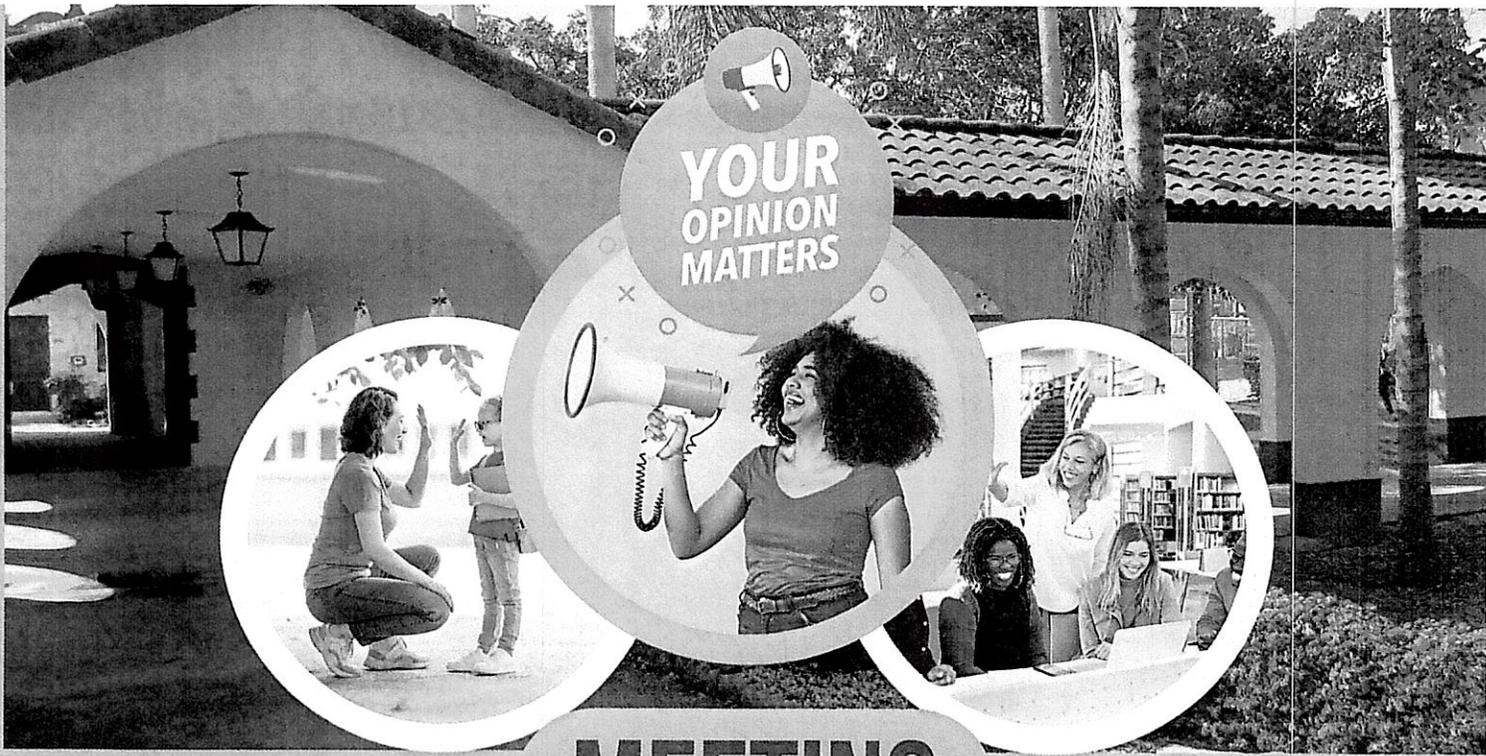
Instructions: To complete the A+ Funds process, use this checklist along with the **SIP Bites – Florida School Recognition Program (A+ Funds)** and other listed resources for detailed instructions. Upon completion of the A+ process, the principal must review and email the school's completed Florida School Recognition Program packet to the School Improvement Instructional Facilitator as one PDF document in the order presented in the checklist below.

Additional resources:

- **2025-2026 Florida School Recognition Awards Process Timeline**
- **Florida School Recognition Awards (A+ Funds) Ballot Count Summary Sheet**

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.

2. Staff will vote on the advertised date and time by secret ballot. 3. Absent staff members can vote if they return to work no later than one (1) workday after the-vote. 4. The proposal with the majority of votes will be implemented. 5. If none of the proposals or 'None of the above' gets a majority of the votes, SAC reconvenes to restart the process.	School Recognition Program (A+ Funds) distribution, a copy of the SAC approved 2025-2026 Florida School Recognition Program (A+ Funds) Ballot, date, time and location of the vote.	12/11		
	Email 2025-2026 Staff Roster of Eligible Voters • All staff members that vote must sign next to their names on the roster.	12/11		
	Email Approved Ballot A copy of the 2025-2026 approved Florida School Recognition Program (A+ Funds) ballot.	12/11		
	Email Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet 2025-2026 • Each section of the form must be completed and must have all the required signatures. ✓	12/11		



MEETING

SCHOOL ADVISORY COUNCIL

Join us for a collaborative meeting between the School Advisory Council (SAC) and the School Advisory Forum (SAF). Your voice matters in shaping the future of our school! This is a great opportunity for parents, staff, and community members to stay informed and involved in school decisions.

We look forward to your participation!

AGENDA:

- ✓ School Recognition Proposal Creation
- ✓ School Recognition Proposal Vote
- ✓ School Recognition (A+) Funds and Process

MONDAY, DECEMBER

08



8:00 A.M.



Call Us
754-322-7500



Oakland Park Elementary
Media Center



Sent on 12/02/25

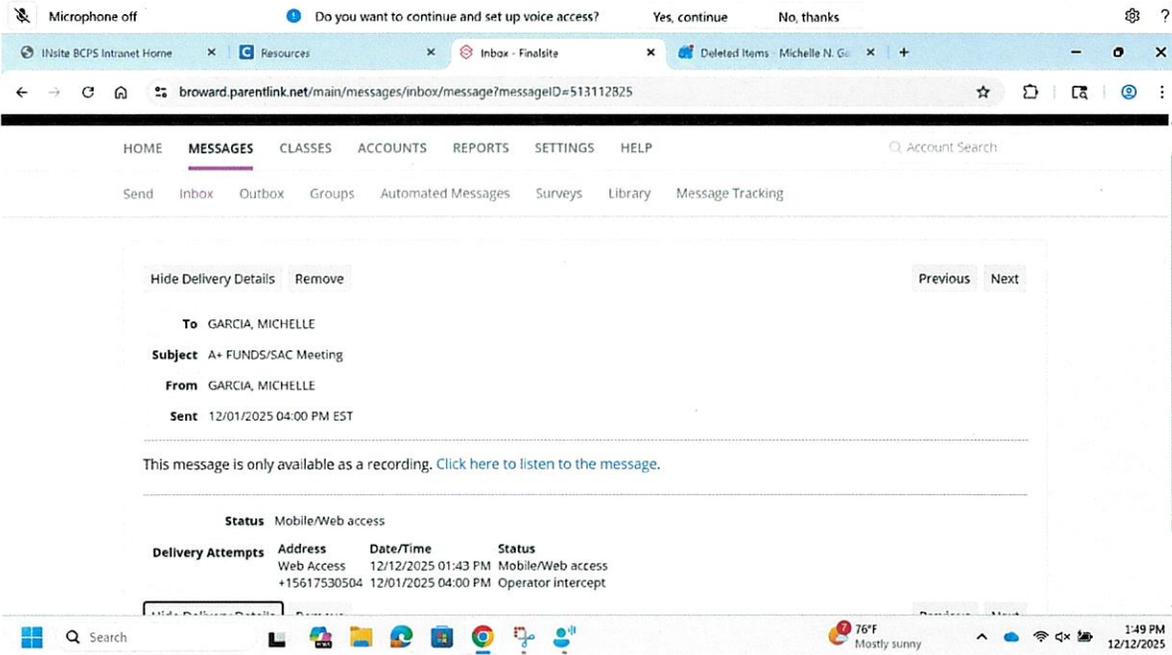
maria

A+

From Michelle N. Garcia <michelle.garcia@browardschools.com>

Date Fri 12/12/2025 1:51 PM

To Leah M. Cooper <leah.cooper@browardschools.com>



Michelle Garcia
 Principal
 Oakland Park Elementary School
 754 322 7504 (Office)
 754 322 7540 (Fax)



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Items: 24 1 2

Clear All

1

SAC Meetings
12/2 & 12/8
8:00 am

SAC Mee...
8 seconds

Playlist Information

Name: Playlist 9

Start Date: 11/21/2025 End Date: 12/08/2025

- All Day
- Start/End Time
- Advanced

Start Time: End Time:

Handwritten signature



OAKLAND PARK
ACES MAGNET ELEMENTARY

11:00 am

936

**Oakland Park Elementary School
School Advisory Council Meeting
December 8, 2025
8:00 am
Oakland Park Elementary Media Center**

AGENDA

1. **Call to order**
2. **Approval or Corrections of December 2, 2025 meeting minutes**
3. **Reports**
 - a. School Environmental Safety Incident Report
 - b. School Accountability Funds/Proposals
 - c. 25/26 School Improvement Plan Monitoring and Feedback
4. **Old Business**
 - a. School Recognition (A+) Funds and Process
5. **New Business**
 - a. School Recognition (A+) Funds Proposal Creation
 - b. School Recognition (A+) Funds Proposal Vote
6. **Open Agenda**
7. **Next Meeting Date**
 - a. Jan. 06, 2026 at 8:00 am
8. Adjournment

December 02, 2025

Oakland Park Elementary
SAC Minutes – December 8, 2025

Attendance: L. Cooper, I. Farias, C. Fernandez, N. Francis, M. Garcia, C. King, D. McMahon, D. Sacco, L. Bullock, J. Urich, A. Picado, Y. St. Hilaire

Call to Order:

A meeting of the Oakland Park Elementary School Advisory Council was held on December 8, 2025. Chair Ms. Cooper called the meeting to order at 8:05 A.M. Mrs. McMahon will record the minutes for this meeting. This will be a joint SAC/SAF meeting.

I. Review and approve minutes:

A. Approve/Correct Minutes

- i. The minutes of the December 2, 2025, meeting were reviewed. Mr. King made a motion to accept the December minutes. Ms. Garcia seconded the motion. All approved.

I. Reports:

A. School Environmental Safety Incident Report

- I. There are no SESIR incidents to report this month.

B. School Accountability Funds

- I. We currently have a balance of \$8000.00.

C. 25/26 School Improvement Plan Monitoring

- I. Mrs. McMahon presented an update on our Reading scores. Our third graders were the only ones to complete PM 2 except for a few make-ups. We have made progress from PM 1 and should be between 21-23% proficient when completed.

II. Old Business:

A. School Recognition (A+) Funds and Process

- I. We were awarded \$44,640 this year based on FTE. If we choose 100% for bonuses, the amount will be \$41,003 due to fringe.
- II. Funds can be used for bonuses, itinerate staff or by the school for educational equipment only. We no longer can spend money on rewards for the students. Proposals can be any combination of the above.
- III. It is important to get an agreement prior to February 1st.
- IV. If we get this done by Dec 12th, payment will not be available until at least mid-January 30th.
- V. One proposal must be "none of the above".

III. New Business:

A. School Recognition (A+) Funds Proposal and Creation

- I. Ms. Cooper asked the members to make proposals to be considered for the A+ funds.

- II. Ms. McMahon suggested that 100% of the funds be used as bonuses for the 2024-25 school year staff. A discussion was held on how many days a staff member should work to receive funds. We also discussed part-time employees and what they should be entitled to.
- III. The option created was stated as follows:
100% of the funds will be used for a one-time bonus to be divided amongst all the faculty and staff including the social worker and security staff on the 2024 – 2025 staff roster. Staff must have worked at least 125 days of the calendar year, during the 2024 – 2025 school year. *Part time staff will split one share.
- IV. Since members had the ability to help create this option, no other options were proposed. We do have to have an Option 2 stating “none of the above”.

B. School Recognition (A+) Funds Proposal Vote

- I. The members were asked to vote on the following 2 options:

_____ Option 1:

- 100% of the funds will be used for a one-time bonus to be divided amongst all the faculty and staff including the social worker and security staff on the 2024 – 2025 staff roster. Staff must have worked at least 125 days of the calendar year, during the 2024 – 2025 school year. *Part time staff will split one share.

_____ Option 2:

- None of the above

- II. There were 8 voting members present. Motion was made by Ms. McMahon to approve the options as read. Motion to second was made by Ms. Sacco.
- III. Roll call vote was taken.
 - Leah Cooper – Yes
 - Isis Farias – Yes
 - Clorinda Fernandez – Yes
 - Nikia Francis – Yes
 - Michelle Garcia – Yes
 - Coby King – Yes
 - Dawn McMahon – Yes
 - Donna Sacco - Yes
- IV. The staff will now vote on these proposals on Thursday, December 11, 2025.

IV. Open Agenda

- A. No open agenda items.

Next Meeting Date & Time:

The next meeting is scheduled for January 6, 2026, at 8:00 A.M. in the Media Center.

Meeting Adjournment:

Motion: Ms. Cooper motioned to adjourn the meeting at 8:41. Ms. Sacco second. All in favor.

Submitted by,
Dawn McMahon,
Secretary

Approval Date:

★ SAC Sign in Sheet for Oakland Park ES (0031)

Date: 12/18/25

Time: 8:00am

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Cooper, Leah	SAC Chair	Yes	No	
2	Farias, Isis	I-Zone Representative (must be a parent), Parent	No	Yes	
3	Fernandez, Clorinda	Non-Instructional Support Employees	Yes	No	
4	Francis, Nikia	SAF Chair (or designee) Parent of a student at the school, ESE Parent of a student at the school	No	Yes	
5	Garcia, Michelle	Principal	Yes	No	
6	Ivey, James	Community / Business Representatives	No	No	
7	King, Coby	Community / Business Representatives	No	No	
8	McMahon, Dawn	SAC Secretary	Yes	No	
9	Oprici, Angela	Community / Business Representatives	No	No	
10	Sacco, Donna	BTU Steward (or designee), Teacher	Yes	No	

LA SHAUNDA BULLOCK YMCA Program Director

★ SAC Sign in Sheet for Oakland Park ES (0031)

Date: 12/8/25

Time: 8:00 a.m.

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Jackie Ulrich	✓			
2	Alicia Picado	✓			
3	Ylenia St. Romaine	✓	✓		
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

A+ Vote

From Leah M. Cooper <leah.cooper@browardschools.com>
Date Mon 12/8/2025 9:58 AM
To 0031_ALL_STAFF_GG <0031_ALL_STAFF_GG@browardschools.com>

 1 attachment (176 KB)
25-26 A+ Ballot.pdf;

Good Morning,

I am delighted to announce the date for our A+ Funds vote. The voting will occur on December 11, 2025, at 2:15 PM in the Media Center. Attached, you will find the ballot prepared during the December 8, 2025, SAC meeting for your review. Please note, there is no need to print the ballot for voting purposes.

Leah Cooper
"Love yourself more than the job."
Autism Coach
Textbook Coordinator
Social Studies Contact
ESOL Contact
Inclusion Champion
SAC Chairperson
Oakland Park Elementary
Broward County Public Schools
Oakland Park 754.322.7500
Leah.Cooper@browardschools.com



Under Florida law, e-mail addresses, and all forms of communications, including e-mail communications, made or received in connection with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone.

YOUR VOICE MATTERS

VOTE!



Every vote counts, make yours heard

**VOTING
DAY**

11 December, 2025
2:15 PM – 3:00 PM
OPE Media Center

**STAY INFORMED,
STAY INVOLVED.**

Voting Options

Option 1

100% of the funds will be used for a one-time bonus to be divided amongst all the faculty and staff including the social worker and security staff on the 2024–2025 staff roster. Staff must have worked at least 125 days of the calendar year during the 2024–2025 school year. Part-time staff will split one share.

Option 2

None of the above.



A	B	C	D	E	F	G	H	I	J	K
1	PreK/HEADSTART	FISH #				SPECIALS	ASSIGNMENT	FISH #		
2	** Schafer, Maria	303				Urich, Elvia (Jackie)	Spanish	401		
3	Foreman, Shantelle(PreK)	302				Williams, Rodricel	P.E.	Media		
4	Jones, Collette	304				Picado, Alicia	Art	Prod.		
5	Smalls, Lisa	301	4							3
6						SUPPORT STAFF	ASSIGNMET	FISH #		
7	HEADSTART	FISH #				McMahon, Dawn	Literacy Coach	Office		
8	Marshall, Anissa	908				Levine, Nicole and Bebb (OT)	SLP	804		
9	Strachan, Rita	910	2			DaFonte	SLP 53.33	Contract		
10	Cluster	FISH #				Gonzalez, Nina	Guidance Support	Office		
11	Murphy, Brendan (KG)	406				Oliveros, Alexis	ESE Support	404		
12	Houslin, Vincent (2/3)	1317				Levien, Diane	ESE Specialist	Office		
13	Cajate, Shairen (1)	1316				Walker, Ricky	Math Coach	Office		
14	Georges, Jennifer (4/5)	1313	4			Cooper, Leah	Autism Coach	HUT		
15	Kindergarten	FISH#				Camo, Charmaine	Resource Teacher	1333		9
16	** Turn, Carolann	913					CLERICAL STAFF	ASSIGNMENT	FISH #	
17	Rhodes, Yvonne	907				Joseph, Andrea	Office Manager	112		
18	Badchkam, Kiserine	912	3			Campbell, Paulette	IMT	115		
19	FIRST GRADE	FISH				Melendez, Alec	General Clerk 1	office		
20	** Gould, Maiselyn	1304				Blanco, Linda	Micro Tech	911		
21	Oren, Daniel	1503				SaintLouis, Lunise	Media Clerk	Media		5
22	Noriega, Aylin (DL)	1302					CAFETERIA	ASSIGNMENT	FISH #	
23	Kennedy, John	1304	4			Lewis, Krystal	Café Manager	934		
24	SECOND GRADE	FISH#				Edwards, Euphenia		934		
25	** Hudson, Shatara	1315				Griffin, Dakeria		934		
26	Lozada, Maraliz (DL)	1312				Cunningham, Dominique		934		4
27	Stone, Richards	1318								
28	Cabillo, Meljeane	1311	4							
29	THIRD GRADE	FISH #				CLASSROOM ASSISTANTS	ASSIGNMENT	FISH #		
30	** Gutierrez, Kevin (DL)	1331				Castilhos, Fatima	Schafer - PK	303	7:30 - 3:00	
31	Urena, Genesis	1332				Fenelon, John	Creoloe - ELL	405	7:30 - 3:00	
32	Rincon, Lisa	1314				Davis, Chamere	Foreman, PreK	302	7:30 - 3:00	
33	Peters, Bradley	1333	4			Gatawneh, Suha	Smalls - ASD	301	7:30 - 3:00	
34						Fernandez, Clorinda	Spanish - ELL	405	7:30 - 3:00	
35	FOURTH GRADE	FISH #				Richards, Theresa	Strachan - HS	910	7:30 - 3:00	duplicate
36	** Vazquez, Cari	1338				Dominguez, Atenaida	Marshall - HS	908	7:30 - 3:00	
37	Ilteus, Wendy	1335				Campbell, Andrea	Murphy - ASD	406	7:30 - 3:00	
38	Richards, Nikera	1336				Clinton, Paul	ESE - Groups	404	7:30 - 3:00	
39	Thomson, Heather	1337	4			Porras, Shanthel	Houslin - ASD	1317	7:15 - 3:00	
40	FIFTH GRADE	FISH #				Francis, Nikia	HS - Breaks	HS Rover	7:30 - 3:00	
41	** Forbes, Keswick	1323				Thompson, Rachel	Breaks	Break Rover	7:30 - 3:00	
42	Robinson, Jasmine	1324				Jenkins, Makayla	Jones - ASD	304	7:30 - 3:00	
43	Samar, Cryst	1322	3			Cipreni, Belissa	Georges - ASD	1313	7:30 - 3:00	
44						Allen, Mercedes	KG Support	KG AREA	7:30-3:00	
45						Louis Fils, Sebastien	Cajate - ASD	1316	7:30-3:00	
46										17
47						Ari' ton Scales	Behavior Tech			
48						Facilities Staff	Assignment	FISH #		
49						Power, Arron	Head Facilities	934A		
50						Bellamy, Donny	Asst. Head Facilities	934A		
51						Murphy, Timothy	Facilities	934A		
52	Magnet Coordinator					Burton, Andrea	Facilities	934A		4
53	Sacco, Donna	Media	1				Administrative Staff	2		
54	Clinic					Clerical 5 - Security 3	PK-HS-ASD Teachers	10		
55	TBA TBA	RN	1			ESP's 16	KG - 5 Teachers	22		
56	Guardian					Facilities 4 - Café 4	Special Teachers	3		
57	Eric Trohatos	Media	1			Mag. Coord. 1 - Behavior Tech 1	Support Staff	7		duplicate
58	Campus Monitor						Total Instructional Teacher	43		
59	TBA TBA						Total Non Instructional	30		
60	Danny Pierre-Louis		2				Total Security	3		
61							Total Staff Members	76		
62										
63										

REVISED 7/16/25

69- initials
3- duplicates

mgarcia

Oakland Park Elementary School

Florida School Recognition Program Ballot

Approximate funds to be Allocated to OPE Elementary: \$41,003**

Voting will take place on December 11, 2025

ONLY Vote for 1 of the Options

Options Listed Below:

_____ **Option 1:**

- 100% of the funds will be used for a **one-time bonus to be divided** amongst all the faculty and staff including the social worker and security staff on the 2024 – 2025 staff roster. Staff must have worked at least 125 days of the calendar year, during the 2024 – 2025 school year. *Part-time staff will split one share.

_____ **Option 2:**

- **None of the above**

** Amount deposited into school account less the fringe amount.

2025-2026 Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet

SCHOOL INFORMATION

School:	Oakland Park Elementary	Date of Staff Vote:	12/11/2025
Principal:	Michelle Garcia	BTU Steward (or Designee):	Donna Sacco
SAC Chair/Co-Chairs:	Leah Cooper	Other (if applicable):	

Provide the information below.

RECORD SAC APPROVED PROPOSALS BELOW

1.	100% of the funds will be used for a one-time bonus to be divided amongst all the faculty and staff including the social worker and security staff on the 2024 - 2025 staff roster. Staff must have worked at least 125 days of the calendar year, during the 2024 - 2025 school year. *Part-time staff will split one share.
2.	
3.	None of the Above

STAFF VOTE

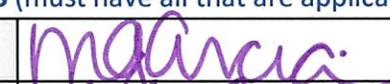
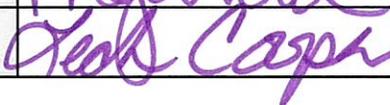
The proposal that receives a majority of the votes shall be considered the winning proposal.

Proposal 1	Proposal 2	Proposal 3
(a) Total number of eligible staff members that voted for this proposal: 63	(a) Total number of eligible staff members that voted for this proposal:	(a) Total number of eligible staff members that voted for this proposal: 6

FINAL RESULT

Check the proposal below that received a majority of the votes. *If "None of the Above" received a majority of the votes, follow the directions below.						
Proposal 1	<input checked="" type="checkbox"/>	Proposal 2	<input type="checkbox"/>	Proposal 3	<input type="checkbox"/>	*None of the Above Directions
Total number of eligible staff members that voted for the winning proposal/option:						If "None of the Above" received a majority of the votes, SAC must reconvene to restart the process and complete it by Sunday, February 1, 2026.

SIGNATURES (must have all that are applicable)

Principal:		BTU Steward (or Designee):	
SAC Chair/Co-Chairs:		Other (if applicable):	