

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	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 <u>all stakeholders</u> 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). 	✓ KW		
	<p>Email SAC Meeting Agenda</p> <ul style="list-style-type: none"> • Florida School Recognition Program (A+ Funds) Proposals" is shown as a topic. 	✓ KW		
	<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. 	✓ KW		
	<p>Email SAC Meeting Sign-In Sheets</p> <ul style="list-style-type: none"> • For SAC members and guests 	KW ✓		
	General Staff Vote		1st Vote	2nd Vote (if applicable)
		Date:	Date:	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 <u>written form to all eligible staff members</u> 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 	✓ KW		

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.	✓ KW		
	Email 2025-2026 Staff Roster of Eligible Voters • All staff members that vote must sign next to their names on the roster.	✓ KW		
	Email Approved Ballot A copy of the 2025-2026 approved Florida School Recognition Program (A+ Funds) ballot.	✓ KW		
	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.	✓ KW		


Message Tracking

Week of November 17

Print Friendly

This message has completed. Finalsite will no longer attempt to deliver it.

Progress Content **Details**

Message	Week of November 17
Category	Miscellaneous
Status	Complete
Sender	SANDRA NELSON (DOLPHIN BAY ELEMENTARY)
Recipients	Student at DOLPHIN BAY ELEMENTARY DOLPHIN BAY ALL STAFF at DOLPHIN BAY ELEMENTARY View recipients
Created	Nov 17, 2025 07:16 AM EST
Start time	Nov 17, 2025 04:00 PM EST
Blackouts	System blackout times will be followed. No messages will be sent between 09:00 PM - 07:59 AM.
Deliver via	
Address options	Finalsite will attempt delivery to delivery addresses enabled for this category of message for each recipient.

Batch ID: 11908511

Fw: Week of November 17

From Sandra L. Nelson <sandra.nelson@browardschools.com>

Date Wed 12/10/2025 6:26 AM

To Kaylynn F. Wingfield <kaylynn.wingfield@browardschools.com>

Sandra L. Nelson
Principal
Dolphin Bay Elementary
16450 Miramar Parkway
Miramar, FL 33027
P: 754-323-8000 F: 754-323-8040
sandra.nelson@browardschools.com
<https://www.browardschools.com/dolphinbay>

From: Sandra L. Nelson <sandra.nelson@browardschools.com>

Date: Wed 12/10/2025 6:26 AM

To: Kaylynn F. Wingfield <kaylynn.wingfield@browardschools.com>



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The School Board of Broward County, Florida expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9: Anti-Bullying for additional information.

From: SANDRA NELSON <sandra.nelson@browardschools.com>

Sent: Monday, November 17, 2025 4:00 PM

To: Sandra L. Nelson <sandra.nelson@browardschools.com>

Subject: Week of November 17

Greetings Dolphin Bay Families,

Please mark your calendar for upcoming dates to remember:

Thursday, November 20, at 8:30 AM: PreK & K Show and Craft. Come join your PreK /K student with a fall performance and craft. Be sure to come early with your Government Issued ID to be signed in prior to the event.

Friday, November 21, at 8:30 AM: 4th & 5th Grade Vocabulary Parade. Come join your 4th/5th grade student as they bring vocabulary to life in DBE's Vocabulary Parade. Be sure to come early with your Government Issued ID to be signed in prior to the event.

Help DBE's Student Council and NEHS spread Holiday Cheer by donating a new, unwrapped toy for our Toy Drive. All toys will be donated to students in Broward County Schools this holiday season. See Enclosed Flyer

Monday, November 24-Friday, November 28: Fall Break


Monday, December 1, at 2:15 PM: Join our School Advisory Council as we discuss school improvement and school data. See Enclosed Flyer

PM2 Testing is approaching. Our **K-2nd grade students will be testing on December 4 and 5.** Our **3rd-5th grade students will be testing on December 10 and 11.** See Enclosed grade level specific letter.

Attachments:

 [Toy Drive Collection .pdf](#) (329.9 KB)

 [December Agendas.pdf](#) (189.7 KB)

 [25-26 PM2 STAR Parent Letter.pdf](#) (108.6 KB)

 [25-26 PM2 3-5 Parent Letter.pdf](#) (119.0 KB)

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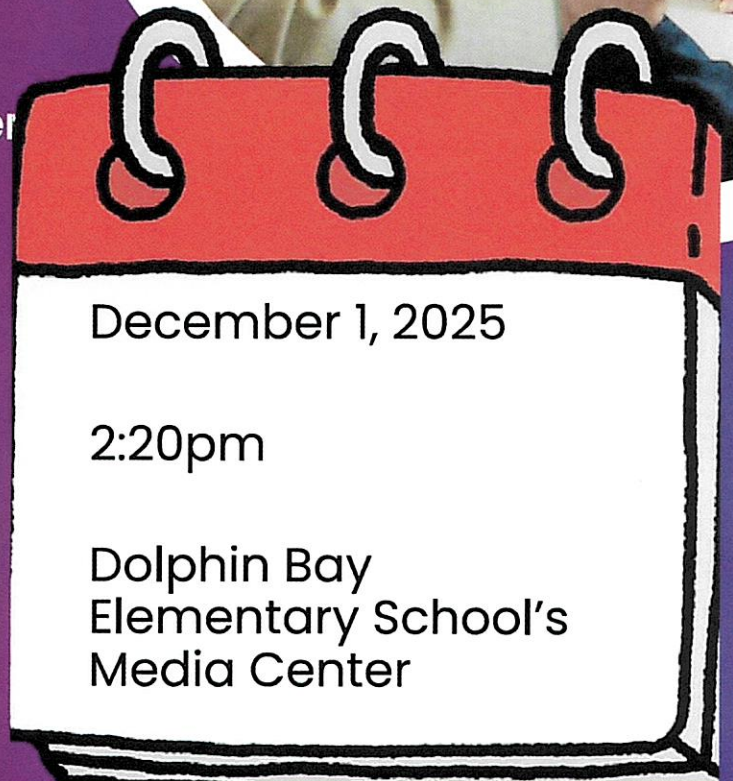
**Dolphin Bay Elementary
2025-2026**

SAC MEETING

Be Part of the Conversation!

AGENDA

- **Approve November's Minutes**
- **Review SAC bylaws and member roles**
- **A+ Accountability Funds**
- **Review SESIR Data**
- **Review and discuss the School Improvement Plan (SIP)**
- **Principal Nelson's updates**
- **Questions/Comments**



December 1, 2025

2:20pm

Dolphin Bay
Elementary School's
Media Center

 Outlook

Fw: 2025-26 FLORIDA SCHOOL RECOGNITION PROGRAM AWARDS PAYMENTS

From Kaylynn F. Wingfield <kaylynn.wingfield@browardschools.com>

Date Wed 1/14/2026 10:34 AM

To Tonisha N. Mcnish-Walker <tonisha.mcnish-walker@browardschools.com>
 chassahperez@gmail.com; dawn.spaeder@browardschools.com; elizabethserrania@gmail.com;
jeremy@sunshinefl.com; leidysoriano617@gmail.com;
lissett.perez@browardschools.com;melissaalee82@hotmail.com; y2khadour@gmail.com

2 attachments (458 KB)

December Agendas.pdf; DecemberSACFlyer.pdf;

Kaylynn Wingfield

Literacy Coach
Testing Coordinator
MTSS Coordinator
SAC Chair

Dolphin Bay Elementary
16450 Miramar Parkway
Miramar, FL 33027
P: 754-323-8000 F: 754-323-8040
kaylynn.wingfield@browardschools.com
<https://www.browardschools.com/dolphinbay>



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From: Kaylynn F. Wingfield <kaylynn.wingfield@browardschools.com>

Sent: Friday, November 14, 2025 9:15 AM

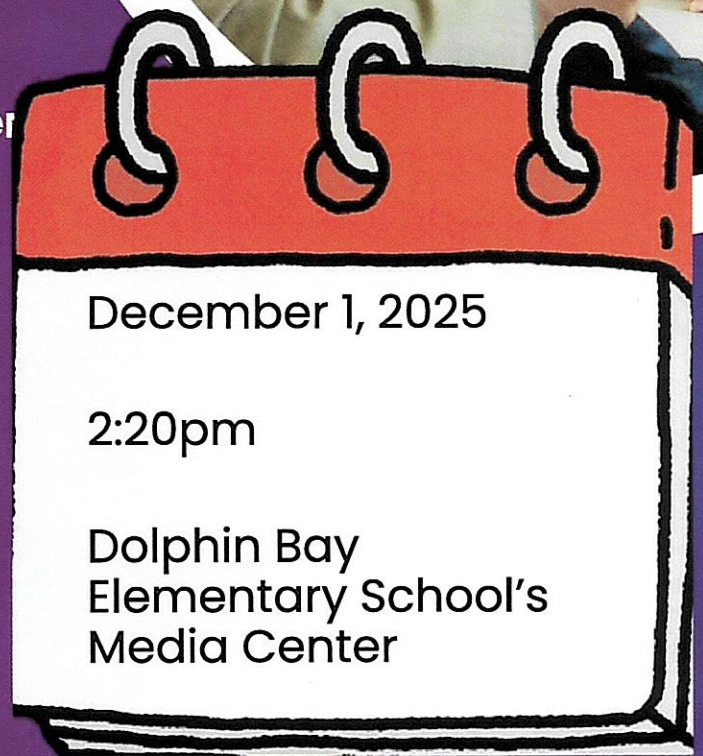
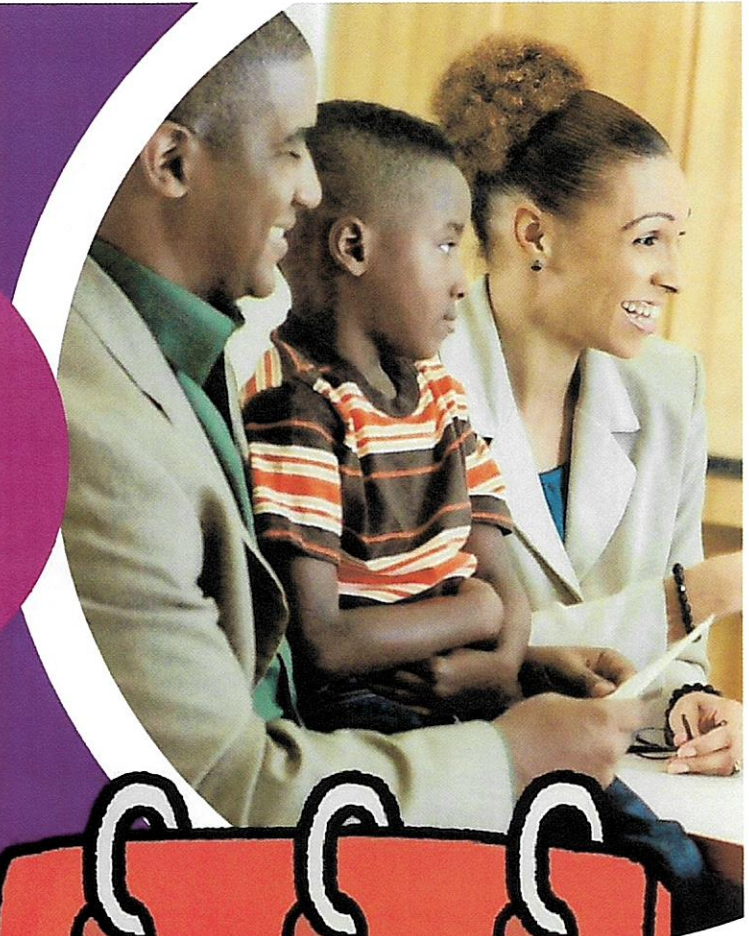
**Dolphin Bay Elementary
2025-2026**

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December 1, 2025

2:20pm

**Dolphin Bay
Elementary School's
Media Center**

Dolphin Bay Elementary School
School Advisory Council Meeting (SAC)
Monday December 1, 2025
2:15pm



Call meeting to order: _____

- Welcome (sign-in & email verification)
- Approval or correction of November's minutes
- SESIR Data
- Accountability Funds
 - *Total Balance - \$*
- School Improvement Plan- Review & Update
- New Business
 - A+ Funds- School Recognition Funds
 - Ballot Creation
- Next Meeting: January 12, 2026 @ 2:15pm
- Adjourn

Meeting Adjourned: _____

Dolphin Bay Elementary School
School Advisory Council Meeting (SAC)
Monday December 1, 2025
2:15pm



Call meeting to order: _____

- Welcome (sign-in & email verification)
- Approval or correction of November's minutes
- SESIR Data
- Accountability Funds
 - *Total Balance - \$*
- School Improvement Plan- Review & Update
- New Business
 - A+ Funds- School Recognition Funds
 - Ballot Creation
- Next Meeting: January 12, 2026 @ 2:15pm
- Adjourn

Meeting Adjourned: _____

Dolphin Bay Elementary School
School Advisory Council Meeting (SAC)

Monday December 1, 2025

Call meeting to order: 2:16 pm

Minutes

Monday, December 1, 2025 – 2:16 PM

Call to Order

Meeting was called to order at 2:16 PM. Ms. Tonisha McNish-Walker recorded the minutes.

Attendance

Sandra Nelson (Principal), Tonisha McNish-Walker (SAC Co-Chair), Kaylynn Wingfield (SAC Co-Chair), Yoleth Khadour (SAF Chair/Parent), Dawn Spaeder (BTU Steward or designee), Stefania Vollmer (Non-Instructional Support Employees/SAC Secretary)
Katherine Nieto (ESOL Parent), Lisset Perez (Pre-K Teacher), Melissa Ubieta (ESE Parent)

Approval of Prior Minutes

Members reviewed November minutes. Motion to approve by Ms. Spaeder. Second by Ms. Khadour. Motion passed unanimously.

Accountability Funds: Funding Proposal – After-School Camp Surplus

Proposal to use up to \$10,000 for Afterschool Academic Camps. Motion by Ms. Spaeder. Second by Ms. Perez. Motion passed.

School Improvement Plan

No new feedback was presented.

SESIR Data

No new reportable incidents as of 11/30/2025.

New Business

A+ School Recognition Funds Overview

Principal Nelson reviewed statutory procedures, as posted on BCPS platforms. Total received: \$45,637; Less fringe: \$3,718; Remaining balance: \$41,919. Allowable uses and district notices were reviewed.

BCPS Compliance & Alignment

The procedures outlined in these minutes comply with the Florida A+ School Recognition Program statutory guidelines and BCPS expectations. Staff eligibility, pro-rating, voting procedures, ballot structure, leftover fund handling, and SAC approval protocols are all aligned with standard district practice and documented requirements. Balloting will occur during school hours, ballots will be counted in open session with SAC quorum, and a contingency revote meeting is scheduled should the ballot not pass. All steps follow the BCPS School Advisory Council Bylaws and State Statute provisions governing A+ distribution.

Ballot Development & Required Procedures

SAC discussed possible usage of funds: Staff bonuses, academic camps, and supplies.

Motion by Ms. Spaeder for 100% of the money to be utilized for staff bonuses. Second by Ms. Perez. Open floor for discussion. No input.

Roll call vote: Sandra Nelson (Principal) **YES**, Tonisha McNish-Walker (SAC Co-Chair) **YES**, Kaylynn Wingfield (SAC Co-Chair) **YES**, Yoleth Khadour (SAF Chair/Parent) **YES**, Dawn Spaeder (BTU Steward or designee) **YES**, Stefania Vollmer (Non-Instructional Support Employees/SAC Secretary) **YES**, Katherine Nieto (ESOL Parent) **YES**, Lisset Perez (Pre-K Teacher) **YES**, Melissa Ubieta (ESE Parent) **YES**. **Motion passed.**

Motion by Ms. Nieto for 100% of the money to be utilized for 2024-2025 staff bonuses. Second by Ms. Khadour. Open floor for discussion.

Roll call vote: Sandra Nelson (Principal) **YES**, Tonisha McNish-Walker (SAC Co-Chair) **YES**, Kaylynn Wingfield (SAC Co-Chair) **YES**, Yoleth Khadour (SAF Chair/Parent) **YES**, Dawn Spaeder (BTU Steward or designee) **YES**, Stefania Vollmer (Non-Instructional Support Employees/SAC Secretary) **YES**, Katherine Nieto (ESOL Parent) **YES**, Lisset Perez (Pre-K Teacher) **YES**, Melissa Ubieta (ESE Parent) **YES**. **Motion passed.**

The SAC finalized A+ ballot language for the staff vote. A leftover funds clause was approved requiring any unallocated funds to roll over to Accountability Funds. Use of prior ballot format was approved. Bonuses will be prorated for partial year employees. The distribution method, 100% equal distribution among eligible staff was approved.

Roll call vote: Sandra Nelson (Principal) **YES**, Tonisha McNish-Walker (SAC Co-Chair) **YES**, Kaylynn Wingfield (SAC Co-Chair) **YES**, Yoleth Khadour (SAF Chair/Parent) **YES**, Dawn Spaeder (BTU Steward or designee) **YES**, Stefania Vollmer (Non-Instructional Support Employees/SAC Secretary) **YES**, Katherine Nieto (ESOL Parent) **YES**, Lisset Perez (Pre-K Teacher) **YES**, Melissa Ubieta (ESE Parent) **YES**. **Motion passed.**

Definition of Eligible Staff

“All staff members employed during the 2024-2025 school year, pro-rated, including the school psychologist, school social worker, family counselor, interim substitutes, campus monitor, food service staff, OT, PT, and internal accounts bookkeeper.”

Final Ballot Options

Option A: 100% bonus distribution for staff.

Option B: None of the above.

Required clause: Any leftover funds will roll over to Accountability Funds.

Voting Window

The preview window for staff will be December 03- December 05, 2025. Voting will take place Monday, December 08, from 7:30am-2:30pm during contracted school hours with a neutral ballot collection location.

Upcoming Meetings

Ballot Counting: SAC will meet Monday, December 08, 2025, at 2:30pm to count ballots.

If ballot does not pass, an additional SAC meeting will be scheduled for December 16, 2025, at 2:15pm.

Adjournment

Motion to adjourn was made by Ms. Nieto. Second by Ms. Spaeder. Meeting adjourned at 2:38 PM.

Dolphin Bay Elementary School

A+ School Recognition Ballot (2025-2026 A+ Funds)

Voting Window:

Voting will take place next week during contracted school hours.

If you are unable to vote during this period, you must see Ms. Nelson (Principal) or Ms. Wingfield (SAC Co-Chair) prior to the voting window.

Definition of Staff

All staff members employed during the 2022-2023 school year, pro-rated, including the school psychologist, school social worker, interim substitutes, pool substitute, campus monitor, food service staff, OT, PT, and internal accounts bookkeeper.

Select One Option

- Option A: I approve 100% of A+ School Recognition funds to be distributed as equal bonuses to eligible staff as defined above.
- Option B: None of the above.

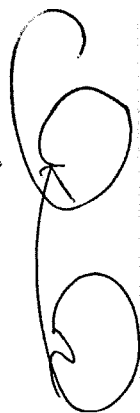
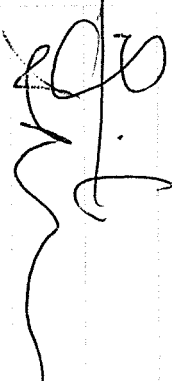
Required Clause – Remaining Funds

If any A+ funds remain after approved distribution, all unallocated balances will roll over to Accountability Funds.

★ SAC Sign in Sheet for Dolphin Bay ES (3751)

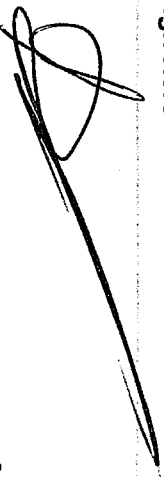
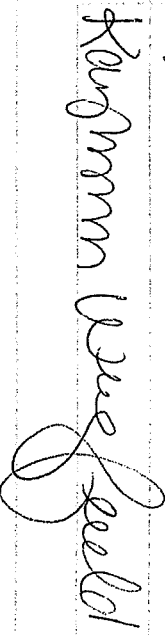
Date: 12/1/25

Time: 2:15 pm

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Khadour, Yoleth	SAF Chair (or designee) Parent of a student at the school , I-Zone Representative (must be a parent)	No	Yes	
2	McNish-Walker, Tonisha	SAC Co-Chair	Yes	No	
3	Nelson, Sandra	Principal	Yes	No	
4	Nieto, Katherine	ESOL Parent of a student at the school	No	Yes	<i>Katherine Nieto</i>
5	Perez, Chassah	Gifted Parent of a student at the school	No	Yes	
6	Perez, Lisset	Pre-K (if applicable - parent or certified teacher) , Teacher	Yes	No	<i>Lissette S. Perez</i>
7	Scott, Jeremy	Community / Business Representatives	No	No	
8	Serrania, Elizabeth	Gifted Parent of a student at the school	No	Yes	
9	Soriano, Leidy	Parent	No	Yes	
10	Spaeder, Dawn	BTU Steward (or designee)	<input checked="" type="radio"/> Yes	No	<i>Dawn Spaeder</i>
11	Ubieta, Melissa	ESE Parent of a student at the school	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	<i>Melissa A. Ubieta</i>

Date: _____

Time: _____

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
12	Vollmer, Stefania	ESOL Parent of a student at the school , Non-Instructional Support Employees , SAC Secretary	Yes	Yes	
13	Wingfield, Kaylynn	SAC Co-Chair	Yes	Yes	

★ SAC Sign in Sheet for Dolphin Bay ES (3751)

Date: 12/1/25

Time: 2:15 PM

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					



Outlook

REVOTE-Preview-A+ Ballot

From Sandra L. Nelson <sandra.nelson@browardschools.com>

Date Mon 1/5/2026 12:29 PM

To DOB_MAIL_INSTRUCTIONAL <DOB_MAIL_Instructional@browardschools.com>; DOB_MAIL_CLERICAL <DOB_MAIL_Clerical@browardschools.com>; DOB_MAIL_CUSTODIAL <DOB_MAIL_Custodial@browardschools.com>; DOB_MAIL_PARAS <DOB_MAIL_Paras@browardschools.com>; DOB_MAIL_ADMIN <DOB_MAIL_Admin@browardschools.com>

1 attachment (153 KB)

25-26 Ballot A+ Preview.pdf;

It is necessary for Dolphin Bay to revote for the A+ Money.

Only Dolphin Bay Staff is eligible to vote.

Enclosed is the A+ ballot for preview.

[Preview of A+ Ballot, Tuesday, January 6-Friday, January 9, 2026.](#)

[Voting will take place Monday, January 12, 2026, from 7:30 AM-2:15 PM.](#)

[If you are going to be absent on Monday, January 12, 2026, please see Ms. Nelson or Ms. Wingfield to vote prior to Monday, January 12, 2026](#)

If you have any questions, please see Ms. Wingfield or Ms. Walker, SAC Chairs.

Thank you

Sandra L. Nelson

Principal

Dolphin Bay Elementary

16450 Miramar Parkway

Miramar, FL 33027

P: 754-323-8000 F: 754-323-8040

sandra.nelson@browardschools.com

<https://www.browardschools.com/dolphinbay>



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Succeed in Tomorrow's World



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Under Florida law, email

addresses, and all forms of communications, including email 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

It is necessary for Dolphin Bay to revoke for the A+ Money.

Only Dolphin Bay Staff is eligible to vote.

Enclosed is the A+ ballot for preview.

Preview of A+ Ballot, Tuesday, January 6-Friday, January 9, 2026.

Voting will take place Monday, January 12, 2026, from 7:30 AM-

2:15 PM.

If you are going to be absent on Monday, January 12, 2026, please

see Ms. Nelson or Ms. Wingfield to vote prior to Monday, January

12, 2026

If you have any questions, please see Ms. Wingfield or Ms.

Walker, SAC Chairs.

Thank you

Definition: "All staff members employed during the 2024-2025 school year, pro-rated,

including the school psychologist, school social worker, family counselor, interim

substitutes, campus monitor, food service staff, OT, PT, and internal accounts bookkeeper."

Choose one of the following options:

A. _____ 100% of the funds will be used for a one-time bonus to be divided amongst staff (as defined above). If any funds remain after distribution of funds, these funds will be rolled

over to Accountability Funds.

B. _____ None of the above

Required clause: Any leftover funds will roll over to Accountability Funds

Dolphin Bay Elementary School
Florida School Recognition Ballot 2025-2026

Definition: "All staff members employed during the 2024-2025 school year, pro-rated, including the school psychologist, school social worker, family counselor, interim substitutes, campus monitor, food service staff, OT, PT, and internal accounts bookkeeper."

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- B. _____ None of the above

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

SCHOOL INFORMATION

School:	Dolphin Bay Elementary
Principal:	Sandra Nelson
SAC Chair/Co-Chairs:	Kaylynn Wingfield & Tonisha Walker-McNish
Date of Staff Vote:	January 12, 2026
BTU Steward (or Designee):	Dawn Spader
Other (if applicable):	Katherine Nieto Quintero (Parent)

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 staff (as defined above). If any funds remain after distribution of funds, these funds will be rolled over to Accountability Funds.
2.	None of the Above
3.	

STAFF VOTE

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


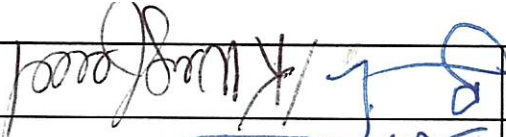
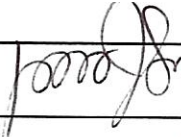

Proposal 1	(a) Total number of eligible staff members that voted for this proposal: 100%
Proposal 2	(a) Total number of eligible staff members that voted for this proposal: 0%
Proposal 3	(a) Total number of eligible staff members that voted for this proposal: NA

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	X	Proposal 2		Proposal 3	
Total number of eligible staff members that voted for the winning proposal/option: 100					
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:	
SAC Chair/Co-Chairs:	 / 
BTU Steward (or Designee):	
Other (if applicable):	