

# 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.

<b>Actions</b> (Must happen in the order presented)	<b>Required Documents</b>	<b>1st Meeting</b>	<b>2nd Meeting</b> (if applicable)	<b>3rd Meeting</b> (if applicable)
<b>School Advisory Council (SAC) Meeting</b>		<b>Date:</b>	<b>Date:</b>	<b>Date:</b>
<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> <ol style="list-style-type: none"> <li>1. Advertise SAC meeting with the agenda <u>to all stakeholders at least three (3) full business/work days prior</u> to the meeting. Include the agenda.                             <ol style="list-style-type: none"> <li>a. Voting will take place. Ensure a quorum is present (50% plus 1 of the total number of required SAC members).</li> </ol> </li> <li>2. Agenda must include <b>"Florida School Recognition Program (A+ Funds) Proposals"</b> as a topic.</li> <li>3. SAC discusses the proposals and conducts a vote (SAC members only) to approve a written ballot which <b>includes the proposals and "None of the Above"</b> for the allocation of the funds.                             <ol style="list-style-type: none"> <li>a. Leftover funds must be addressed on the ballot.</li> </ol> </li> <li>4. Record the A+ Funds discussion and results of the SAC vote in the minutes.</li> <li>5. SAC should discuss the timeline for the upcoming staff vote.</li> </ol>	<p><b>Email at least two (2) SAC Meeting Advertisements</b> (flyer, school website, newsletter, email, Parent Link, etc.) <b>that include the meeting agenda</b> (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"> <li>• 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).</li> </ul>	12/2		
	<p><b>Email SAC Meeting Agenda</b></p> <ul style="list-style-type: none"> <li>• Florida School Recognition Program (A+ Funds) Proposals" is shown as a topic.</li> </ul>	12/2		
	<p><b>Email SAC Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	12/2		
	<p><b>Email SAC Meeting Sign-in Sheets</b></p> <ul style="list-style-type: none"> <li>• For SAC members and guests</li> </ul>	12/2		
<b>General Staff Vote</b>		<b>1st Vote</b> <b>Date:</b>	<b>2nd Vote</b> (if applicable) <b>Date:</b>	<b>3rd Vote</b> (if applicable) <b>Date:</b>
<p>Staff votes by secret ballot on A+ Fund proposals.</p> <ol style="list-style-type: none"> <li>1. Advertise general vote along with the official A+ Funds ballot <u>in written form to all eligible staff members at least three (3) full business/work days prior</u> to voting.</li> </ol>	<p><b>Email Written Advertisement to Staff</b> (email, posted notice, etc.)</p> <ul style="list-style-type: none"> <li>• Advertisement must:                             <ul style="list-style-type: none"> <li>○ Go out at least three (3) business/work days prior to the vote <b>and</b> include the purpose of vote (e.g., voting on Florida</li> </ul> </li> </ul>	12/2	12/18	

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**Additional resources:**

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- **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.	12/2	12/18	
	Email 2025-2026 Staff Roster of Eligible Voters • All staff members that vote <b>must sign next to their names on the roster.</b>	12/8	<del>12/8</del> 1/7/26	
	Email Approved Ballot A copy of the 2025-2026 approved Florida School Recognition Program (A+ Funds) ballot.	12/8	12/18 1/7/26	
	Email Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet 2025-2026 • Each section of the form must be completed <b>and</b> must have all the required signatures.	12/8	1/7/26	

## SAC (School Advisory Committee) Agenda

DATE: Tuesday, December 2nd 2025

TIME: 2:30-3:15pm

LOCATION: Manatee Bay Elementary, Media Center

1. Call to Order
2. Approval of Minutes from September, October, November
3. School Recognition Funds Explanation- proposal creation
4. School Recognition Funds Ballot Vote
5. Reports
  - a. Treasurer's Report- \$8,000 (school accountability funds)
  - b. Principal's report
  - c. SESIR (School Environmental Safety / Incident Reports)
  - d. PTA Report
6. Comments, Announcements, and Other Business
  - 12/3 FAST ELA Testing
  - 12/4-12/11- Holiday Shop
  - 12/4- Dual Language Holiday Show
  - 12/10-FAST Math Testing
  - 12/11- Chorus Holiday Show
  - 12/19- PJ's & Cookies (Early Release)
  - 12/22-1/5 - Winter Break
7. Next Meeting Date
  - a. Tuesday, January 20th 2026, 2:30pm
8. Meeting Adjournment

# Manatee Bay Elementary

**School Advisory Committee (SAC) Meeting Minutes Date:** Tuesday, December 2, 2025 **Time:** 2:30–3:15 PM **Location:** Media Center

## 1. Call to Order

- Chair **CGaskill** called the meeting to order at 2:30 PM.

## 2. Approval of Minutes (September, October, November)

- Motion: Chair **CGaskill** moved to approve the minutes from September, October, and November.
- Second: Patty L. seconded the motion.
- Vote: Motion carried unanimously.

## 3. School Recognition Funds Explanation – Proposal Creation

- The chair presented an explanation of School Recognition Funds.

### Proposal Generation

- The committee began by reviewing the ballot options from the previous year.
- Numerical updates were made to reflect current data.
- Stakeholder input was solicited to ensure representation and accuracy.

### Stakeholder Input

- Mrs. Ramos proposed that Administrators and Guidance Counselors be included under *Instructional* numbers rather than *Non-Instructional*.
- This adjustment was incorporated into Ballot #3, which was created using Ballot #2 as the base with the revised instructional list.

### Review and Voting

- Each ballot (Ballot #1, Ballot #2, and Ballot #3) was reviewed in sequence.

- Following review, the Chair called for a **roll-call vote** on the proposed ballots.
- The vote was conducted in accordance with Roberts Rules of Order, ensuring each member's position was recorded.

#### **4. School Recognition Funds Ballot Vote**

- A roll call vote was conducted for the ballot regarding School Recognition Funds.
- Results:
  - C. Gaskill – Yes
  - Patty L. – Yes
  - Jorge G. – Yes
  - V.Machin – Yes
  - Melissa A – Yes
  - Wendolyn A – Yes
- Motion carried by majority vote.

#### **5. Reports**

- **Treasurer's Report:** \$8,000 in school accountability funds.
- **Principal's Report:** Updates provided on school operations.
- **SESIR Report:** Review of School Environmental Safety/Incident Reports.
- **PTA Report:** Summary of recent and upcoming PTA activities.

#### **6. Comments, Announcements, and Other Business**

- Upcoming Events:
  - 12/3 – FAST ELA Testing
  - 12/4–12/11 – Holiday Shop
  - 12/4 – Dual Language Holiday Show
  - 12/10 – FAST Math Testing
  - 12/11 – Chorus Holiday Show
  - 12/19 – PJ's & Cookies (Early Release)
  - 12/22–1/5 – Winter Break

#### **7. Next Meeting Date**

- Scheduled for **Tuesday, January 20, 2026 at 2:30 PM.**

## 8. Adjournment

- Motion: Chair **CGaskill** moved to adjourn the meeting.
- Second: Patty L. seconded.
- Vote: Motion carried unanimously.
- Meeting adjourned at 3:15 PM.

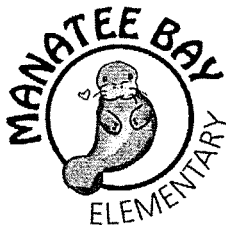
**Fw: MBE E-News: Week of November 17th**

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**From** Christina A. Gaskill <christina.gaskill@browardschools.com>

**Date** Fri 12/12/2025 12:50 PM

**To** Christina A. Gaskill <christina.gaskill@browardschools.com>



**Christina Gaskill, ESE Specialist, Gifted LEA,  
ESOL Contact, SAC Chair**

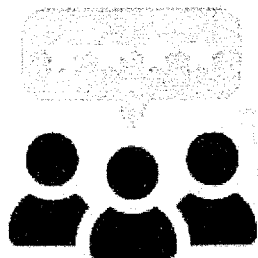
Manatee Bay Elementary School

19200 Manatee Isles Dr

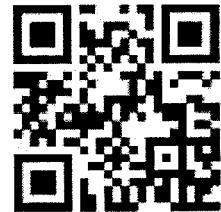
Weston, FL 33332

P: 754-323-6463

[manateebay.browardschools.com](http://manateebay.browardschools.com)



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Feedback!**



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**From:** VANESSA MACHIN <vanessa.machin@browardschools.com>

**Sent:** Sunday, November 16, 2025 12:00 PM

**To:** Christina A. Gaskill <christina.gaskill@browardschools.com>

**Subject:** MBE E-News: Week of November 17th

## Week of November 17th

### Harvest Drive – Thank You!

Thank you to all our families for the generous Harvest Drive donations! Your kindness will support local families in need. This week, our student leaders and volunteers will be **sorting, packing, and delivering** items. We are proud of our community for coming together to make a difference!

### Bus Rider Safety Reminder

For everyone's safety, students **must remain seated at all times** while riding the bus. Please help us reinforce safe bus behavior so every student arrives to and from school safely. Thank you for your support!

### PTA Reflections Program

Students are invited to express their creativity through the **PTA Reflections Arts Program!**

**Theme:** *"I Belong"*

**Categories:** Dance, film, literature, music, photography, and visual arts

### Entries due November 15

Submit at [pta.org/reflections](https://pta.org/reflections) or email: [mbereflections@gmail.com](mailto:mbereflections@gmail.com)

### Attendance Celebrations

We love seeing our students every day!

Let's continue striving for **perfect attendance**—remember, **every day counts!**

### Important Dates

#### November

- **Tue, Nov 18** – School Advisory Council (SAC) Meeting @ 6:00 PM (see flyer)
- **Wed, Nov 19** – Special Olympics Banner Presentation @ 8:30 AM (on the field)

### Field Day Schedule

#### Nov 18

- Pre-K & K: 8:30–9:45 AM
- 1st Grade: 12:15–1:45 PM

#### Nov 19

- 2nd Grade: 9:00–10:45 AM
- 3rd Grade: 11:45 AM–1:30 PM

#### Nov 20

- 5th Grade: 8:45–10:30 AM

- 4th Grade: 11:45 AM–1:30 PM
- **Fri, Nov 21** – Thanksgiving Feast
  - **Nov 24–28** – Thanksgiving Break (No School)

## December

- **Dec 2** – School Advisory Forum Meeting @ 2:30 School Recognition Funds Ballot
- **Dec 3** – VPK Payment Due [\[CLICK HERE\]](#)
- **Dec 3** – Bayside Clubs Registration @ 2:20–6 PM
- **Dec 3** – FAST PM2 ELA (PK4–5th Grade)
- **Dec 4** – Dual Language Holiday Show
- **Dec 4–11** – Holiday Shop Opens
- **Dec 7** – Commission Cup 1-Mile Walk
- **Dec 8** – Bayside Clubs Registration
- **Dec 10** – FAST PM2 Math
- **Dec 10** – Bayside Clubs Registration
- **Dec 11** – Chorus Holiday Show
- **Dec 12** – 1st Grade Zoo Field Trip
- **Dec 12** – Kindergarten Nutcracker Field Trip
- **Dec 15–19** – iReady Middle-of-Year Diagnostic
- **Dec 19** – Early Release
- **Dec 22–Jan 2** – Winter Break




## January

- **Jan 5** – Teacher Planning Day (No School)

### Stay Connected

-  Follow us on [Manatee Bay Elementary Facebook](#)
-  [PTA Website](#)
-  [Meal Payment](#)
-  [Manatee Bay Lunch Menu](#)
-  [Sensory Room at The Bay – DonorsChoose](#)
-  Attendance Line: **754-323-6452**

### Attachments:

-  [Bayside Clubs Winter 2025.jpg](#) (170.1 KB)
-  [SAC SAF Flyer.pdf](#) (398.5 KB)
-  [MBE Toy Drive 2025.png](#) (756.0 KB)

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**Fw: MBE E-News: December 1st**

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From Vanessa A. Machin <vanessa.machin@browardschools.com>

Date Fri 12/12/2025 11:48 AM

To Christina A. Gaskill <christina.gaskill@browardschools.com>



At Manatee Bay Elementary, we create a safe and happy place where everyone loves to learn and grow. We are dedicated to helping each student do their best and feel great about themselves, with strong support from our families and community. We inspire a love of learning that lasts a lifetime.



**Educating Today's Students to  
Succeed in Tomorrow's World**

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754- 321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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**From: VANESSA MACHIN <vanessa.machin@browardschools.com>**

**Sent: Sunday, November 30, 2025 12:00 PM**

To: Vanessa A. Machin <vanessa.machin@browardschools.com>

Subject: MBE E-News: December 1st

### Week of December 1st

Welcome back, Manatee Bay families! We hope you had a restful and joyful Thanksgiving break. We're excited to welcome our students back and finish the year strong together.

### ELA FAST Assessment – Wednesday, December 3rd

Students in Grades K - 5 will take their middle-of-year ELA FAST Assessment on **Wednesday, December 3rd**. Please help your child be prepared by ensuring they:

- Get a good night's sleep
- Eat a healthy breakfast
- Arrive at school **before 8:00 AM** to test with their class

### FAST Accommodations

Students with small group or one-on-one testing accommodations received a special **golden paper** with their personalized testing schedule. Please check backpacks and folders to review these alternate dates.

### Character Cove: Empathy

This month's character trait is **empathy**—the ability to understand and share the feelings of others. Empathy helps us build stronger friendships, create a supportive school community, and show kindness in our everyday actions. Encourage your child to listen, care, and look out for those around them!

### Manatee Bay Elementary Toy Drive

Our annual Toy Drive begins **December 1st!**

We invite families to donate new, unwrapped toys to help brighten the holidays for children at Walker Elementary. Toys will be collected in the classroom. Thank you for helping us spread joy this season!

*Believe in the Magic of Giving*

MBE STUDENT COUNCIL'S ANNUAL  
**Toy Drive**

*Please bring in a new and unwrapped toy.  
All toys from the students at Walker Elementary.*

Donations will be collected:  
**December 1st-December 17th**

EACH CLASS IS ASSIGNED A SPECIFIC AGE AND GENDER.

<b>6 YEARS</b> MRS. CORTAZZO- GIRL MS. RUPWARTH-BOY MS. ROSENBERG- GIRL MS. SCAYBORN-BOY	<b>6 YEARS</b> MS. ANDREWS- GIRL MS. ANDREWS- GIRL MS. BEEB- GIRL MS. LUMPKIN- GIRL MS. LUTHER- GIRL	<b>7 YEARS</b> MS. BRANJE- GIRL MS. JAMES-BOY MRS. HARTREY- GIRL MRS. NEGRON-BOY MRS. REEDS- GIRL MRS. SALKIND-BOY MRS. WONG- GIRL	
<b>8 YEARS</b> MRS. ALBERTO- GIRL MRS. CROSSY-BOY MRS. FRANZOSI- GIRL MRS. GOLD-BOY MRS. HANZOR- GIRL MS. MGRERIAS-BOY	<b>9 YEARS</b> MRS. ANDERSON- GIRL MRS. FARR- GIRL MRS. GIBBY- GIRL MRS. GIBBY- GIRL MRS. HANZOR- GIRL MRS. HANZOR- GIRL MRS. HANZOR- GIRL	<b>10 YEARS</b> MS. CUNY-BOY MRS. FERRY- GIRL MRS. MESSE- GIRL MRS. RANCK- GIRL MRS. RAMOS- GIRL MRS. ROSA- GIRL MS. SCHERS- BOY	<b>11 YEARS</b> MRS. BISHNESS- GIRL MRS. MOORE- GIRL MRS. SANCHEZ- BOY MRS. SANCHEZ- GIRL MRS. SANCHEZ- GIRL MRS. SANCHEZ- GIRL MRS. SANCHEZ- GIRL

*All items will be collected in the classroom.*

### Attendance Celebrations

We love seeing our students every day! Let's continue striving for **perfect attendance**—remember, **every day counts** and every day helps your child grow, learn, and succeed!

### Important Dates December

- **Dec 2** – School Advisory Forum Meeting @ 2:30 School Recognition Funds Ballot

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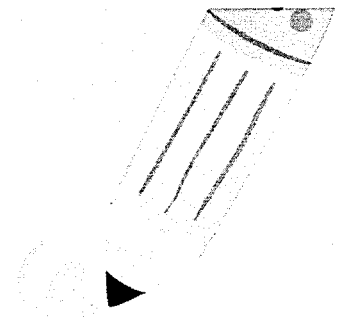
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-  [MBE Toy Drive 2025.png](#) (756.0 KB)
-  [Dual Lanaguage Winter Show.png](#) (447.6 KB)
-  [Character Cove- December- Empathy Newsletter.pdf](#) (68.5 KB)

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**JOIN OUR SCHOOL ADVISORY COUNCIL(SAC)  
SCHOOL ADVISORY FORUM (SAF) MEETINGS**  
*YOUR VOICE. YOUR SCHOOL. YOUR COMMUNITY.*

Manatee Bay Elementary invites all families to be part of our monthly **SAC** and **SAF** meetings. Help shape our school and stay connected with your child's education!

**✿ WHAT'S THIS ALL ABOUT?**

**School Advisory Council (SAC):**

Help shape our **School Improvement Plan (SIP)** and academic goals.  
Parent and staff input = real school impact.

**School Advisory Forum (SAF)**

A space for open discussion with school leaders and the community.  
Parents, teachers, students, and business partners welcome!

**WHY JOIN?**

- Stay informed
- Be part of school decisions
- Share your ideas
- Support your child's success
- Build stronger connections with our school

 **MEETING INFO**

 Location: Media Center

SAF commence after SAC adjourns.

 Dates & Times:

September 2 **JOINT MEETING SAC @ 2:30PM/ SAF @ 3:00PM - ELECTIONS**

October 28 at 2:30 PM

November 18 at 6:00 PM

**December 2 at 2:30 PM - SCHOOL RECOGNITION FUNDS BALLOT**

January 20 **JOINT MEETING SAC @ 2:30PM/ SAF @ 3:00PM**

February 24 at 6:00 PM

March 25 at 2:30 PM

April 22 at 2:30 PM

May 26 at 2:30 PM - 2026- 27 BUDGET REVIEW

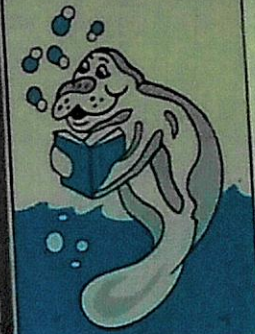
**✿ WE WANT YOU AT THE TABLE!**

Let's work together to make our school even better –

**YOUR VOICE MATTERS – JOIN US!**

# Manatee Bay Elementary

11/18-11/20 FIELD DAYS  
11/24-11/28 THANKSGIVING BR  
12-2 SCHOOL ADV COUNCIL  
A PLUS FUNDS BALLOT 2:30



## School Recognition Funds (A+) Updated



Christina A. Gaskill

To: MAB\_ALL\_STAFF

Fri 11/14/2025 12:54 PM



Good Afternoon,

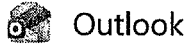
The state has awarded the **School Recognition Funds** for the 2024-25 **school year**.

Please note that the amount awarded to each **school** was decreased between \$50-\$70 per student.

The total amount awarded to Manatee Bay Elementary is \$82,728. Less the fringe (taxes etc.) the amount we have for disbursement is \$75,988.

**The SAC meeting to create the BALLOT will be on December 2nd at 2:30 pm.** If we have quorum, we can create the ballot and attempt to vote as a staff the week of December 8th.

If you have recommendations/suggestions for the disbursement of these



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## SRF-A+ Voting

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From Christina A. Gaskill <christina.gaskill@browardschools.com>

Date Wed 12/3/2025 1:17 PM

To MAB\_ALL\_STAFF <MAB\_ALL\_STAFF@browardschools.com>

📎 1 attachment (62 KB)

SRF A+ BALLOT 1 2025.pdf;

### A+ VOTE

The voting will take place on **MONDAY, DECEMBER 8 FROM 7AM-3PM**. All current Manatee Bay employees vote. Ballot attached. Please review. You must be present to vote. If you are absent, you can vote the following day (1 day after) only if absent.

Thank you.



**Christina Gaskill, ESE Specialist, Gifted LEA,**

**ESOL Contact, SAC Chair**

Manatee Bay Elementary School

19200 Manatee Isles Dr

Weston, FL 33332








P: 754-323-6463

[manateebay.browardschools.com](http://manateebay.browardschools.com)

★ SAC Sign in Sheet for Manatee Bay ES (3841)

Date: 12/2/2025

Time: 2:30 pm

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here	
1	Andrus, Wendolyn	Parent	No	Yes		✓ X ✓
2	Daniel, Patricia	Non-Instructional Support Employees, SAC Secretary	Yes	Yes		✓ X ✓
3	Gaskill, Christina	SAC Chair	Yes	No		✓ X ✓
4	Guerra, Jorge	SAF Chair (or designee) Parent of a student at the school, ESOL Parent of a student at the school	No	Yes		✓ X ✓
5	Haggit, Melissa	Community / Business Representatives	No	No		✓
6	Jefferson, Meryl	BTU Steward (or designee), Teacher, Gifted Parent of a student at the school	Yes	No		✓
7	Machin, Vanessa	Principal, Parent	Yes	Yes		✓
8	Roy, Machin	ESE Parent of a student at the school, Pre-K (if applicable - parent or certified teacher)	No	Yes		
9	Snell, Adelina	I-Zone Representative (must be a parent), Community School Representative (if applicable)	No	Yes		

① ② ③

★ SAC Sign in Sheet for Manatee Bay ES (3841)

Date: 12/2/2025

Time: 2:30 pm

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Jennifer Ramos	✓			
2	Giselle Norrito	✓			
3					
4					
5					
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16					

A hand holding a white marker is shown writing on a chalkboard. The chalkboard has several horizontal lines. The text 'A+' is written in large, bold letters. Below it, the text '2024-25 School Year' and 'Manatee Bay Elementary School' is written in smaller, bold letters. The main title 'School Recognition Funds' is written vertically on the right side of the board.

**A+**

# **School Recognition Funds**

**2024-25 School Year**

**Manatee Bay Elementary School**

# Eligibility criteria for public schools

- Achieving an "A" grade: Schools that receive a school grade of "A" are eligible for funds.
- Substantial improvement: Schools that improve their letter grade by at least one category from the previous year are eligible.
- Sustained improvement: Schools that improve by more than one letter grade and then sustain that improvement the following year are eligible.
- Alternative schools: Alternative schools are eligible if they maintain an "Improving" rating or improve by at least one improvement-rating level.

## What the funds are for:

- Schools must use their awards for one or any combination of the following, as stated in Florida Statute 1008.36:
- Nonrecurring bonuses to faculty and staff;
- Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance
- Temporary personnel for the school to assist in maintaining and improving student performance.

## **Additional Information:**

- **Each school's total award is reduced for fringe benefits on bonus payments.**
- **Bonuses are not subject to collective bargaining.**

## Deadline 2/1/2026

The Florida Department of Education has provided a list of qualifying schools for the Florida School Recognition Program to the district. To meet the state law deadline and be afforded an opportunity to implement options for the allocations of the funds, the voting process provided is to be successfully completed by February 1 for all schools that qualify for the Florida School Recognition Program.

Florida Statute 1008.36 states that, "If the school's 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.

1. Who makes proposals on how to spend the money?

The School Advisory Council (SAC) creates proposals, but the faculty and staff must approve by secret ballot.

2. What if individuals don't like the SAC proposals?

They can cast their vote for "None of the Above".

3. If all SAC proposals fail, what happens?

SAC develops more proposals and presents it/them for another vote.

4. Can we elect to do a combination of things with the money, or must it be spent for one purpose?

The money may be divided among several projects, i.e., bonus plus equipment/material or bonus plus temporary staff, etc.

5. Can the principal add his/her proposal(s) to the ballot?

No, all proposals must be developed through SAC.

6. Can the school share money with other district schools?

Yes, if it is a SAC proposal and a majority of the staff vote to approve it.

7. How many proposals does the SAC need to give to the employees?

The SAC may create several proposals, although the final vote may be a choice of one (1) or two (2) proposal(s) and a choice of none of the above.

8. How are the SAC proposals communicated to the faculty and staff at the school?

They are posted a minimum of three days in prominent locations so that all faculty and staff have the opportunity to view them.

1. Who votes?

All school employees currently on staff.

2. Can past employees who transferred to another location vote?

No.

3. What is a majority vote?

The greater number of school employees voting. 51%

4. Can parents vote?

No. But if they are voting members of SAC, they can help develop proposals for use of funds.

5. Can a faculty or staff member who is absent on the day of voting vote?

Absent employees who return to work no later than one (1) work day after the election may vote.

## Who creates the ballot?

The School Advisory Council (SAC) creates a ballot with written proposals aligned to the approved use of the school recognition awards in Florida Statute 1008.36. • The ballot must list all proposals for dispensing the A+ Funds, including 'None of the above.'

- When creating award distribution proposals through SAC, use percentages (preferred) or exact amounts. ➤ For example: 80% of the recognition award will be shared equally among staff from the previous 2024-2025 school year and 20% goes back to the school for nonrecurring expenditures for educational equipment or materials for 125 Lenovo student laptops.

## The Ballot (contd.)

Creating the proposals and ballot for the staff vote.

- The ballot must include 'None of the Above' as a proposal.
- The ballot must include a statement to specify the use of any leftover funds. Those funds must be allocated to non-recurring expenditures for educational equipment and materials to assist in maintaining and improving student performance during this school year.
- SAC must vote by roll call to approve the proposals for the ballot. A quorum (50% plus 1 of the total required members) must be present for voting to take place. The process must be recorded in the minutes.

## **Manatee Bay Elementary 2024-25 Award**

**Manatee Bay Elementary award for 2024-25 \$82,728**

**Amount less fringe 8.87% to be distributed \$75,988**

**All staff eligible for bonuses 2024-25. 98 staff, 63 instructional, 35 non-instructional.**

**Optional staff: School social worker and School Psychologist**

## Proposal #1

All 98 staff members of Manatee Bay during the 2024-25 school year will split the \$75,988 A+ monies equally. The money will be prorated by the number of days the employee worked at Manatee Bay during the 2024-25 school year (180 days). Minimum of 50% of the school year. Part time instructional employees for the 2024-25 school year will receive a percentage of the bonus money based on the percentage of time worked. The school psychologist will receive a flat bonus money award of \$100. The school social worker will receive a flat bonus money award of \$100. Approx. \$798.00 per person. In the unlikely chance that there are leftover funds, they should be transferred to the School Accountability Fund for use by the SAC committee.

## Proposal #2

All 58 instructional staff members of Manatee Bay during the 2024-25 school year will receive a flat bonus money award. All 39 non-instructional staff receive a flat bonus money award. The bonus money award will be prorated by the number of months the employee worked at Manatee Bay during the 2024-25 school year. Part time employees for the 2024-25 school year will receive a percentage of the the bonus money award based on the percentage of time worked. Minimum of 50% of the school year. Awards from 2024-25 A+ funds \$75,988.

Instructional only \$900 (approx.) Instructional includes all teachers and certified teachers in support staff roles.

Non-Instructional only \$600 (approx) Non-Instructional includes guidance counselors, paraprofessionals, food services, SLP's, facilities, campus monitors, school nurse, clerical and administration.

In the unlikely chance that there are leftover funds, they should be transferred to the School Accountability Fund for use by the SAC committee.

## Proposal #3

All 63 instructional staff members of Manatee Bay during the 2024-25 school year will receive a flat bonus money award. All 35 non-instructional staff receive a flat bonus money award. The money will be prorated by the number of days the employee worked at Manatee Bay during the 2024-25 school year (180 days). Minimum of 50% of the school year. Part time employees for the 2024-25 school year will receive a percentage of the bonus money award based on the percentage of time worked. Awards from 2024-25 A+ funds \$75,988.

Instructional only \$892.00 per person (approx.) Instructional includes teachers, all support staff and administration.

Non-Instructional only \$617 per person (approx) Non-Instructional includes, paraprofessionals, food services, SLP's, facilities, campus monitors, school nurse, clerical.

In the unlikely chance that there are leftover funds, they should be transferred to the School Accountability Fund for use by the SAC committee

## Next steps...

- Advertise the ballot with a 3 day notice.
- Staff vote
- Count ballots after the 1 day for absentees
- Notify staff of results
- Notify SAC committee if new ballot is needed
- Repeat process if needed

**Thank you.**

**SRF RE-VOTE**

---

From Christina A. Gaskill <christina.gaskill@browardschools.com>

Date Thu 12/18/2025 1:36 PM

To MAB\_ALL\_STAFF <MAB\_ALL\_STAFF@browardschools.com>

 1 attachment (63 KB)

SRF A+ BALLOT 1 2025 (1).pdf;

**A+ RE-VOTE**

The voting will take place on WEDNESDAY, JANUARY 7TH FROM 7AM-3PM. All current Manatee Bay PAYROLLED employees vote (NO CAFE STAFF OR CAMPUS MONITORS). Ballot attached. Please review. You must be present to vote. If you are absent, you can vote the following day (1 day after) only if absent.

Thank you.

**\*IN CASE YOU MISSED PREVIOUS MESSAGE:** I want to sincerely apologize for the confusion regarding our recent vote for the School Recognition (A+) funds. After reviewing the guidelines, we learned that only employees currently on our school payroll are eligible to cast a ballot. Unfortunately, this excludes our cafeteria staff and campus monitors, as they are now paid directly through the district.



**Christina Gaskill, ESE Specialist, Gifted LEA,  
ESOL Contact, SAC Chair**

Manatee Bay Elementary School

19200 Manatee Isles Dr

Weston, FL 33332

P: 754-323-6463

[manateebay.browardschools.com](http://manateebay.browardschools.com)

Manatee Bay Staff Roster 25-26	Title	Phone #	Rm #	Kindergarten	Phone #	Rm #	Third Grade	Phone #	Rm #	Phone #	Specials	Rm #	Phone #
Leadership Team	Principal	323-6467		Stacy Anthony	156 468-3025		Kaitlyn Marshall - TL	217 468-3064			Noel Tinsley - TL	1277 SCIENCE	468-3014
Vanessa Machin	Assistant Principal	323-6455		Monica Cordido - DL	158 468-3042		Althia Bradley - G	221 468-3055			Paula Filjakowski	143 / STEAM	323-6475
Giselle Norrito	Literacy Coach	468-3040		Lisa Reed - Supported	155 468-3026		Kasey Couch	245 468-3019			Ariene Ruiz	MEDIA	323-6468
Holly Casios	Instructional Support			Jamie Vital - TL	150 323-6465		Maribel Garcia-Escobio	229 468-3056			Mark Henschel	109 / MUSIC	468-3030
Mercedes Cardenal							Alexis Anderson - DL	233 468-3004			Victor Rodriguez	P.E.	468-3062
Christina Gaskill	ESE Specialist	323-6463		First Grade			Laura Suarez - DL	231 468-3023			Custodial Staff	Title	Phone #
Monica Said	School Counselor	323-6464		Angela Behrje	152 468-3016		Kristin Saker	218 468-3054			Eliot Santana	Head	323-6460
Anum Kuplik	School Counselor	323-6464		Liliana Maestrey	134 468-3071		Fourth Grade				Marisol Hernandez	Assistant Head	
Office Staff				Erica Negrin	159 468-3028		Kirsty Meggee	234 468-3058			Rosalie Bejarano		
Julie Hulet	Office Manager	323-6466		Maria Wing - DL	153 469-3091		Jennifer Sobers	237 468-3003			Chad Beal		
Karen Smith	IMT	323-6457	133	Michelle Salerno - TL/G	151 468-3020		Andrea Radice	236 323-6471			Andrew Weicher		
Nancy Bourbeau	Tech Support Spec	323-6469		Claudia Jaime - DL	154 468-3021		Nia Berry - DL	230 468-3000			Paraprofessionals	Grade	RM #
Patricia Limongi	Front Office	323-6451					Vicky Rosa - G	228 468-3049			Alya Monianne	Rosenberg	128
Xiomara Zuluaga	Front Office/Main	323-6450					Zoraya Cunat - DL	232 468-3084			Acela Sujovolsky	VPK4	854
Student Services				Second Grade			Jennifer Ramos - TL	235 468-3011			Angela Noonan	Linares	130
Karin Peterson	ESE Support	468-3072	P 4	Caryn Crosby - TL / DL	876 468-3041		Fifth Grade				Sathiyapriya Mookan	Linares	130
Robyn Moss	ESE Support	468-3051	P 3	Melissa Gold - G	871 468-3083		Debi Childress - TL / G	202 468-3018			Claudia Herrera	ELL Spanish	P 2
Kim Kummier	Nurse	468-3048		Melinda Franzoni	870 468-3027		Melissa Veronese - TL	207 468-3024			Debbie Smith - TL	4th/Inclusion	
Allison Skelly-Flores	Speech	468-3045	135	Griselle Manzor - DL	874 468-3057		Adriana Figone	214 468-3053			Maria Reyes Salas	Saavedra	131
				Jeanette Alberto	229 468-3015		Garth Jones	212 468-3052			Maurinette Wickert	5th Grade	
				Sarah Moreiras	157 468-3034		Robert Schumann	209 468-3092			Norma Cufino	Supported K	
				VPK			Engle Rosa - DL	211 468-3086			Angela Dalcomur	Floater	
				Robin Hepworth	854 468-3079		Carolina Gamez - DL	210 468-3048			Rocio Ruelas	Lozado	129
				Maria Cortazzo	856 468-3080		Meryl Jefferson	213 468-3046			Ashley Meuser	VPK3	856
							Special Program				Simone Raguzo	ELL Portuguese	P 2
							Jennifer Saavedra - TL	131 468-3012			Chandrika Mahabhash	Floater	
							Pam Rosenberg	128 468-3010					
							Catharine Lozada	129 468-3090					
							Jennifer Linares	130 468-3022					

THE SCHOOL BOARD OF BROWARD COUNTY

01/07/2026 08:44 AM

Job Report

Job #	Status Employee Substitute	Access ID Access ID	External ID External ID	Classification Location Reason	Class PR Sub PR Level	Job Start		Job End		Job HH:MM Sub HH:MM Job:Units
						Reported By Verified By	Sub Start	Sub End	Reported Date Verified On	
5471784	Active/Pre Arranged BEHRJE, ANGELA Behrje, Michelle	130225 925608229	25608229/5848	TEACHER-GRADE 1 MANATEE BAY ELEM 800827 ILLNESS	1	01/07/2026 07:30 AM 01/07/2026 07:30 AM E: BEHRJE, ANGELA	01/09/2026 02:15 PM 01/09/2026 02:15 PM 11/05/2025 05:22 PM	06:45 00:00 6.0		
5502639	Active/Pre Arranged RUELAS OROPEZA, ROCIO Durán, Katherine	155881 925384610	25384610/4031	TEACHER ASSISTANT-ESE MANATEE BAY ELEM 800827 ILLNESS	1	01/07/2026 07:30 AM 01/07/2026 07:30 AM E: RUELAS OROPEZA, ROCIO	01/07/2026 02:15 PM 01/07/2026 02:15 PM 12/17/2025 06:21 PM	06:45 00:00 2.0		
5507647	Active/NSR-User Request KUPILIK, ANUM No Substitute Required	120042		GUIDANCE COUNSELOR-ELEM MANATEE BAY ELEM 800827 ILLNESS	0	01/07/2026 07:30 AM 01/07/2026 07:30 AM A: MANATEE, BAY ELEMENT	01/09/2026 02:15 PM 01/09/2026 02:15 PM 01/07/2026 07:28 AM	06:45 00:00 6.0		
5507655	Active/Web Sub Search ALBERTO, JEANNETTE Gleowar-Singh, Cervani	62685 925640438	25640438/7203	TEACHER-GRADE 2 MANATEE BAY ELEM 800827 ILLNESS	1	01/07/2026 08:30 AM 01/07/2026 08:23 AM A: MANATEE, BAY ELEMENT	01/07/2026 02:15 PM 01/07/2026 02:15 PM 01/07/2026 07:33 AM	05:45 00:00 2.0		
5507737	Active/Web Sub Search MAHABHASHYAM, CHANDRIKA ITURRIBAITIA, JOCCSELYN	143071 84957	24741089/2046	CLASSROOM ASSISTANT-INS MANATEE BAY ELEM 800827 ILLNESS	1	01/07/2026 07:30 AM 01/07/2026 08:30 AM A: MANATEE, BAY ELEMENT	01/07/2026 02:15 PM 01/07/2026 02:15 PM 01/07/2026 08:12 AM	06:45 00:00 2.0		

THE SCHOOL BOARD OF BROWARD COUNTY

Job Report

Job #	Status Employee Substitute	Access ID Access ID	External ID External ID	Classification Location Reason	Class PR Sub PR Level	Job Start		Job End		Job HH:MM Sub HH:MM Job:Units
						Reported By Verified By	Sub Start	Sub End	Reported Date Verified On	
5471784	Active/Pre Arranged			TEACHER-GRADE 1		01/08/2026 07:30 AM		01/09/2026 02:15 PM		06:45
	BEHRJE, ANGELA	130225		MANATEE BAY ELEM 800827		01/08/2026 07:30 AM		01/09/2026 02:15 PM		00:00
	Behrje, Michelle	925608229	25608229/5848	ILLNESS	1	E: BEHRJE, ANGELA		11/05/2025 05:22 PM		4.0
5485842	Active/Pre Arranged			TEACHER AIDE/ASST.		01/08/2026 07:30 AM		01/08/2026 02:15 PM		06:45
	Vacancy			MANATEE BAY ELEM 800827		01/08/2026 07:30 AM		01/08/2026 02:15 PM		00:00
	Pomare, Celina	925398470	25398470/9293	ESE STAFFING	1	A: MANATEE, BAY ELEMENT		11/21/2025 02:03 PM		2.0
5498017	Active/Pre Arranged			TEACHER-GRADE 5		01/08/2026 07:30 AM		01/09/2026 02:15 PM		06:45
	JONES, GARTH	66751		MANATEE BAY ELEM 800827		01/08/2026 07:30 AM		01/09/2026 02:15 PM		00:00
	Bloch, Alyssa	925605896	25605896/3839	ILLNESS	1	E: JONES, GARTH		12/10/2025 05:40 PM		4.0
5507067	Active/Web Sub Search			TEACHER-PHYSICAL EDUCAT		01/08/2026 07:30 AM		01/08/2026 02:15 PM		06:45
	RODRIGUEZ, VICTOR	24302		MANATEE BAY ELEM 800827		01/08/2026 07:30 AM		01/08/2026 02:15 PM		00:00
	Chavers, Fiona	914856490	14856490/7876	PERS REASON (SPR)	1	E: RODRIGUEZ, VICTOR		01/06/2026 02:28 PM		2.0
5507647	Active/NSR-User Request			GUIDANCE COUNSELOR-ELEM		01/08/2026 07:30 AM		01/09/2026 02:15 PM		06:45
	KUPLIK, ANUM	120042		MANATEE BAY ELEM 800827		01/08/2026 07:30 AM		01/09/2026 02:15 PM		00:00
	No Substitute Required			ILLNESS	0	A: MANATEE, BAY ELEMENT		01/07/2026 07:28 AM		4.0
5507780	Active/Web Sub Search			CLASSROOM ASSISTANT-INS		01/08/2026 07:30 AM		01/09/2026 02:15 PM		06:45
	MAHABHASHYAM, CHANDRIKA	143071		MANATEE BAY ELEM 800827		01/08/2026 07:30 AM		01/09/2026 02:15 PM		00:00
	Paredes, Verónica	925448078	25448078/2082	ILLNESS	1	A: MANATEE, BAY ELEMENT		01/07/2026 08:34 AM		4.0

THE SCHOOL BOARD OF BROWARD COUNTY

01/08/2026 07:59 AM

Job Report

Job #	Status	Employee Substitute	Access ID	Access ID	External ID	External ID	Classification	Location	Reason	Class PR	Sub PR	Level	Job Start	Sub Start	Reported By	Verified By	Job End	Sub End	Reported Date	Verified On	Job HH:MM	Sub HH:MM	Job:Units
5508547	Active/Pre Arranged	RADICE, ANDREA	69045	925355577	25355577/6318	25355577/6318	TEACHER-GRADE 4	MANATEE BAY ELEM 800827	ILLNESS			1	01/08/2026 07:30 AM	01/08/2026 07:30 AM	E: RADICE, ANDREA		01/08/2026 02:15 PM	01/08/2026 02:15 PM	01/07/2026 06:53 PM	01/07/2026 06:53 PM	06:45	00:00	2.0

MANATEE BAY ELEMENTARY #3841 SCHOOL RECOGNITION FUNDS BALLOT #1

12/8/2025

Please choose 1.

1. All 98 staff members of Manatee Bay during the 2024-25 school year will split the \$75,988 A+ monies equally. The money will be prorated by the number of days the employee worked at Manatee Bay during the 2024-25 school year (180 days). Minimum of 50% of the school year. Part time instructional employees for the 2024-25 school year will receive a percentage of the bonus money based on the percentage of time worked. The school psychologist will receive a flat bonus money award of \$100. The school social worker will receive a flat bonus money award of \$100. Approx. \$798.00 per person.

In the unlikely chance that there are leftover funds, they should be transferred to the School Accountability Fund for use by the SAC committee.

2. All 63 instructional staff members of Manatee Bay during the 2024-25 school year will receive a flat bonus money award. All 35 non-instructional staff receive a flat bonus money award.

The money will be prorated by the number of days the employee worked at Manatee Bay during the 2024-25 school year (180 days). Minimum of 50% of the school year. Part time employees for the 2024-25 school year will receive a percentage of the bonus money award based on the percentage of time worked. Awards from 2024-25 A+ funds \$75,988.

Instructional only \$892.00 per person (approx.) Instructional includes all teachers, support staff and administration.

Non-Instructional only \$617 per person (approx) Non-Instructional includes, paraprofessionals, food services, SLP's, facilities, campus monitors, school nurse, clerical.

In the unlikely chance that there are leftover funds, they should be transferred to the School Accountability Fund for use by the SAC committee

**3. NONE OF THE ABOVE**

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

### SCHOOL INFORMATION

School:	Manatee Bay Elementary	Date of Staff Vote:	1/7/2026
Principal:	Vanessa Machin	BTU Steward (or Designee):	Karin Peterson
SAC Chair/Co-Chairs:	Christina Gaskill	Other (if applicable):	Patricia L. Daniel

Provide the information below.

### RECORD SAC APPROVED PROPOSALS BELOW

1.	<p>1. All 98 staff members of Manatee Bay during the 2024-25 school year will split the \$75,988 A+ monies equally. The money will be prorated by the number of days the employee worked at Manatee Bay during the 2024-25 school year (180 days). Minimum of 50% of the school year. Part time instructional employees for the 2024-25 school year will receive a percentage of the bonus money based on the percentage of time worked. The school psychologist will receive a flat bonus money award of \$100. The school social worker will receive a flat bonus money award of \$100. <u>Approx. \$798.00 per person.</u></p> <p>In the unlikely chance that there are leftover funds, they should be transferred to the School Accountability Fund for use by the SAC committee.</p>
2.	<p>2. All 63 instructional staff members of Manatee Bay during the 2024-25 school year will receive a flat bonus money award. All 35 non-instructional staff receive a flat bonus money award.</p> <p>The money will be prorated by the number of days the employee worked at Manatee Bay during the 2024-25 school year (180 days). Minimum of 50% of the school year. Part time employees for the 2024-25 school year will receive a percentage of the bonus money award based on the percentage of time worked. Awards from 2024-25 A+ funds \$75,988.</p> <p><u>Instructional only \$892.00 per person (approx.)</u> Instructional includes all teachers, support staff and administration.</p> <p><u>Non-Instructional only \$617 per person (approx)</u> Non-Instructional includes, paraprofessionals, food services, SLP's, facilities, campus monitors, school nurse, clerical.</p> <p>In the unlikely chance that there are leftover funds, they should be transferred to the School Accountability Fund for use by the SAC committee</p>
3.	None of the Above

### STAFF VOTE

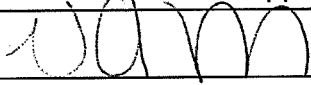


The proposal that receives a majority of the votes shall be considered the winning proposal.

Proposal 1	Proposal 2	Proposal 3
(a) Total number of eligible staff members that voted for this proposal: <span style="float: right; font-size: 1.5em;">54</span>	(a) Total number of eligible staff members that voted for this proposal: <span style="float: right; font-size: 1.5em;">23</span>	(a) Total number of eligible staff members that voted for this proposal: <span style="float: right; font-size: 1.5em;">4</span>

### 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	54	Proposal 2	23	Proposal 3	4	<b>*None of the Above Directions</b>
Total number of eligible staff members that voted for the winning proposal/option: <span style="font-size: 1.5em;">54</span>					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):	