

## SAC

### SAC (School Advisory Committee) Agenda

DATE: Tuesday, October 28, 2025

TIME: 2:30pm -3:00pm

LOCATION: Manatee Bay Elementary Media Center

1. Call to Order
2. Approval of minutes 9/2
3. SIP Plan review area- BPIE
4. Reports
  - a. Treasurer's Report- Allocation funds end of October
  - c. Principal's report
  - d. SESIR (School Environmental Safety / Incident Reports)
  - e. PTA Report
5. Comments, Announcements, and Other Business
  - 10/27-10/31 Red Ribbon Week
  - 11/3-11/7 Book Fair Week
  - LIA Reading Club continues
  - 11/10 5th grade Trip- Universal
  - 11/11 No School Veteran's Day
  - 11/18-11/20 Field Days
  - 11/24-11/28 Thanksgiving Break
8. Next Meeting Date
  - a. November 18th at 6pm, SAF (School Advisory Forum) meeting to follow.
9. Meeting Adjournment

# Manatee Bay Elementary

**School Advisory Council (SAC)**

**Meeting Minutes**

**Date:** Tuesday, October 28, 2025

**Time:** 2:30–3:00 PM

**Location:** Media Center

**Chair:** C. Gaskill

## 1. Call to Order

The meeting was called to order by Chair **C. Gaskill** at **2:30 PM**.

## 2. Quorum Verification

A quorum **was not met**.

As a result, **no motions or voting actions** could be conducted during this meeting.

## 3. Approval of Minutes from September 2

Approval of the September 2 minutes was **tabled** due to lack of quorum.

## 4. SIP Plan Review – BPIE (Best Practices for Inclusive Education)

The committee reviewed the BPIE focus area and discussed ongoing implementation efforts.

*Discussion was informational only; no action taken.*

## 5. Reports

### a. Treasurer's Report

- Allocation funds through the end of October were reviewed.

- Report was informational only.

#### **b. Principal's Report**

- Principal Machin shared updates on instructional priorities, upcoming events, and schoolwide initiatives.
- No action taken due to lack of quorum.

#### **c. SESIR Report**

- The School Environmental Safety Incident Report was reviewed.
- No major incidents requiring SAC action were reported.

#### **d. PTA Report**

- PTA provided updates on volunteer opportunities, fundraising, and upcoming family engagement events.

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

- **10/27–10/31:** Red Ribbon Week
- **11/3–11/7:** Book Fair Week
- **LIA Reading Club** continues
- **11/10:** 5th Grade Trip – Universal
- **11/11:** No School – Veteran's Day
- **11/18–11/20:** Field Days
- **11/24–11/28:** Thanksgiving Break

No additional comments or concerns were raised.

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

The next SAC meeting is scheduled for **Tuesday, November 18, 2025 at 6:00 PM**, with the **SAF meeting to follow**.

### **8. Meeting Adjournment**



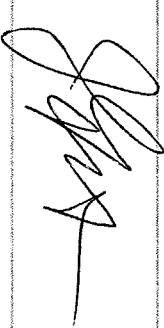
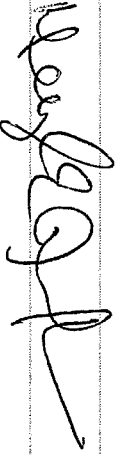

The meeting was adjourned at **3:00 PM**.



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

Date: 10/28/2025

Time: 2:37 pm

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Andrus, Wendolyn	Parent	No	Yes	
2	Daniel, Patricia	Non-Instructional Support Employees	Yes	Yes	
3	Gaskill, Christina	SAC Chair	Yes	No	
4	Guerra, Jorge	SAF Chair (or designee) Parent of a student at the school, ESOL Parent of a student at the school	No	Yes	
5	Haggit, Melissa	Community / Business Representatives	No	No	
6	Jefferson, Meryl	BTU Steward (or designee), Teacher	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	<input checked="" type="radio"/> Yes	