

SAC / SAF (School Advisory Committee/Forum) Agenda

DATE: Tuesday, January 20th 2026

TIME: 2:30-3:15pm

LOCATION: Manatee Bay Elementary, Media Center

1. Call to Order
2. Approval of Minutes from December
4. Mid-Year Review SIP
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
 - 1/28- 5th grade Mid Year Science
 - 1/29-30-4th grade St. Augustine
 - 2/2-School Counselor Appreciation Week
 - 2/2- FTE Week
 - 2/6- Student Council Dance
 - 2/12- VEX Robotics @ MBE
 - 2/13- Day of Service- Early Release
 - 2/17- 3rd grade- Miami Zoo
 - 2/20 5th Grade- Kennedy Space Center
7. Next Meeting Date
 - a. Tuesday, February 24, 2026- 2:30pm
8. Meeting Adjournment
9. SAF Meeting

**School Advisory Council (SAC) / School Advisory Forum (SAF)
Meeting Minutes**

Date: Tuesday, January 20, 2026

Time: 2:30–3:15 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. Approval of Minutes from December

The December minutes were reviewed. A motion to approve was made and seconded. Minutes were approved as presented.

3. Mid-Year Review – School Improvement Plan (SIP)

The committee reviewed mid-year SIP progress, including academic data, intervention updates, and areas of focus for the spring semester.

4. Reports

a. Treasurer's Report

- Current balance: **\$8,000** in School Accountability Funds.
- No new expenditures reported.

b. Principal's Report

- Principal Machin requested **\$5,530.65** in School Accountability Funds to support **Math and Science Camp** for students performing at Levels 1 and 2 who have not yet made learning gains.
- Chair Gaskill called for a vote. The funding request was **approved unanimously**.

c. SESIR Report

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

d. PTA Report

- PTA shared updates on upcoming events, volunteer opportunities, and fundraising efforts.

5. Comments, Announcements, and Other Business

- **1/28:** 5th Grade Mid-Year Science Assessment
- **1/29–1/30:** 4th Grade St. Augustine Trip
- **2/2:** School Counselor Appreciation Week
- **2/2:** FTE Week
- **2/6:** Student Council Dance
- **2/12:** VEX Robotics at MBE
- **2/13:** Day of Service – Early Release
- **2/17:** 3rd Grade Miami Zoo Trip
- **2/20:** 5th Grade Kennedy Space Center Trip

No additional comments or concerns were raised.

6. Next Meeting Date

The next SAC/SAF meeting is scheduled for **Tuesday, February 24, 2026 at 2:30 PM.**

7. Meeting Adjournment

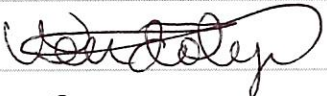






The SAC portion of the meeting was adjourned at 3:15 PM.

8. SAF Meeting

SAF Chair **Mr. Guerra** presented updates on district-level topics, including:

- **Recess Minutes:** Review of district expectations and compliance.
- **Customer Service Standards:** Emphasis on improving responsiveness and communication across school sites.
- **Updated District Websites:** Overview of new navigation features, parent resources, and accessibility improvements.
- **Hiring Freeze:** Information regarding districtwide staffing restrictions and anticipated impacts on schools.

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

Date: <u>1/20/2024</u>		Time: <u>2:30 pm</u>			
#	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, SAC Secretary	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	Haggitt, 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	

Date: _____

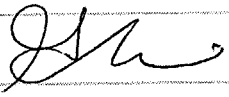
Time: _____

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
9	Snell, Adelina	I-Zone Representative (must be a parent) , Community School Representative (if applicable)	No	Yes	

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

Date: 1/20/26

Time: 2:30pm

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Giselle Morrito	✓			
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