

## SAC

### SAC (School Advisory Committee) Agenda

DATE: Tuesday, November 18, 2025

TIME: 6pm

LOCATION: Manatee Bay Elementary Media Center

1. Call to Order
2. Approval of minutes 9/2 and 10/28
3. Media Specialist Review
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
  - 11/18-11/20- Field Days
  - 11/19- National Banner Presentation
  - 11/19-ESP Appreciation Day
  - 11/21-Thanksgiving Feast
  - 11/24-11/28- Thanksgiving Break
8. Next Meeting Date
  - a. December 2nd 2025, School Recognition Funds (A+) Ballot
9. Meeting Adjournment

# Manatee Bay Elementary

**School Advisory Council (SAC)**

**Meeting Minutes**

**Date:** Tuesday, November 18, 2025

**Time:** 6:00 PM

**Location:** Media Center

**Chair:** C. Gaskill

## 1. Call to Order

The meeting was called to order by Chair C. Gaskill at 6:00 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 and October 28

Due to lack of quorum, the approval of minutes was **tabled** until the next meeting.

## 4. Media Specialist Review

The Media Specialist provided an informational update on media center initiatives, circulation, and upcoming literacy activities.

*No action was taken due to lack of quorum.*

## 5. Reports

### a. Treasurer's Report

- Allocation funds through the end of October were reviewed.
- Report was informational only; no action taken.

### b. Principal's Report

- Principal Machin shared schoolwide updates, upcoming events, and instructional priorities for the second quarter.
- Report was informational only.

#### **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 efforts, and upcoming family engagement events.

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

- **11/18–11/20:** Field Days
- **11/19:** National Banner Presentation
- **11/19:** ESP Appreciation Day
- **11/21:** Thanksgiving Feast
- **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, December 2, 2025**, to review and vote on the **School Recognition Funds (A+) Ballot**, pending quorum.

### **8. Meeting Adjournment**

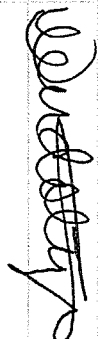


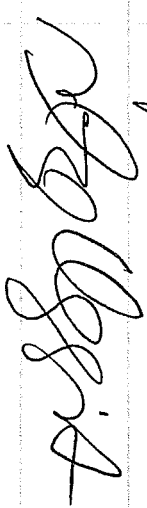
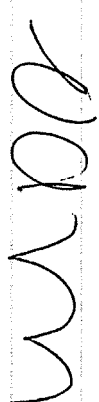
The meeting was adjourned at 6:45 PM.



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

Date: 11/16/2025

Time: 6:30pm

#	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	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	Yes	



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

	Date: <u>11/18/25</u>	Time: <u>6:00pm</u>	
#	Full Name	SBBC Employee	Parent of Student
1	Melissa Haggit	No	No
2			
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16			

Community/Business Sign Here  
 ASP alternate Melissa Haggit

Date: \_\_\_\_\_

Time: \_\_\_\_\_

#	Full Name	SBBC Employee	Parent of Student	Community/ Business	Sign Here
17					
18					
19					
20					