

SAC (School Advisory Committee) Agenda

DATE: Wednesday, March 25, 2026

TIME: 2:30-3:15pm

LOCATION: Manatee Bay Elementary, Media Center

1. Call to Order
2. Approval of Minutes from February
3. SIP review- Survey
5. Reports
 - a. Treasurer's Report- \$1,000 (school accountability funds)
 - b. Principal's report
 - c. SESIR (School Environmental Safety / Incident Reports)
 - d. PTA Report
6. Comments, Announcements, and Other Business
 - 4/1- APEX fundraiser thru 4/3
 - 4/1- FAST Writing
 - 4/2- Librarian Appreciation Day
 - 4/2- Honor Roll
 - 4/3- Good Friday- NO SCHOOL
 - 4/6- AP Appreciation Week
 - 4/6- Teacher Planning Day
 - 4/8- JA BizTown-5th grade
 - 4/17- Special Olympics @ Country Isles
 - 4/20- Week-long- Book Fair
 - 4/20- Volunteer Week
 - 4/23- Take your Child to work Day
 - 4/24- Volunteer Breakfast
7. Next Meeting Date
 - a. Wednesday, 4/22 at 2:30pm
8. Meeting Adjournment

Manatee Bay Elementary

School Advisory Council (SAC) / School Advisory Forum (SAF)

Meeting Minutes

Date: Wednesday, March 25, 2026

Time: 2:30–3:15 PM

Location: Media Center

Chair: C. Gaskill

1. Call to Order

Chair Gaskill called the meeting to order at **2:37 PM**

2. Approval of Minutes

Minutes from **February** were reviewed.

- Motion to approve: **Mr. Guerra**
- Second: **Principal Machin**
- Vote: **6–0**, minutes approved as presented.

3. SIP Review – Survey

Chair Gaskill discussed the upcoming student and parent surveys.

- Students will complete the survey during the school day.
- Parents are encouraged to complete the survey at home.

4. Reports

a. Treasurer's Report

- Updated balance: **\$859** in School Accountability Funds.
- Chair Gaskill noted that funds **do not carry over** and proposed spending the remaining balance.

b. Principal's Report

Principal Machin shared upcoming school events and updates (see Section 6).

c. SESIR Report

- No SESIR incidents to report.

d. PTA Report

- No PTA report was provided.
- Principal Machin will follow up with PTA regarding attendance.

5. Budget Proposal and Vote

Chair Gaskill proposed allocating the **\$859** remaining School Accountability Funds as follows:

Item	Purpose	Cost
8 fans	Additional airflow for students and staff during hotter months when AC is not functioning	\$330
1 toner	SAC use	\$80
7 Time & Measurement Activity Stations	Support 2nd grade math standards	\$280
2 Place Value Kits	ESE Support Facilitators	\$80
1 Community Workers Social Studies Kit	Special Programs K-2	\$65

Total: \$859

- Motion: **Mr. Guerra**
- Second: **Principal Machin**
- Vote: **Approved unanimously by 6 committee members**

6. Comments, Announcements, and Other Business

Upcoming Events

- **4/1-4/3: APEX Fundraiser**
- **4/1: FAST Writing**
- **4/2: Librarian Appreciation Day**
- **4/2: Honor Roll**
- **4/3: Good Friday – No School**
- **4/6: AP Appreciation Week**

- **4/6:** Teacher Planning Day
- **4/8:** JA BizTown – 5th Grade
- **4/17:** Special Olympics @ Country Isles
- **4/20:** Book Fair (week-long)
- **4/20:** Volunteer Week
- **4/23:** Take Your Child to Work Day
- **4/24:** Volunteer Breakfast

No additional comments or concerns were raised.

7. Next Meeting Date





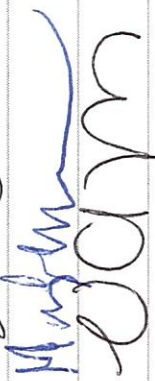
The next SAC/SAF meeting is scheduled for **Wednesday, April 22, 2026 at 2:30 PM.**

8. Meeting Adjournment

The SAC meeting was adjourned at **3:10 PM.**

Chair Gaskill then yielded the floor to **SAF Chair Mr. Guerra** to begin the SAF portion of the meeting.

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

Date: <u>3/25/26</u>		Time: <u>2:37</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	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>03/25/26</u>	Time: <u>2:30 p.m.</u>				
#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here		
1	Isabella Rios	✓			<i>[Signature]</i>		
2	Giselle Norrito	✓			<i>[Signature]</i>		
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