

Manatee Bay Elementary

School Advisory Forum (SAF)

Meeting Minutes

Date: Wednesday, March 25, 2026

Time: 3:11–3:38 PM

Location: Media Center

Chair: Mr. Guerra

1. Call to Order

SAF Chair **Mr. Guerra** called the meeting to order at **3:11 PM**.

2. District SAAC/SAF Update

Mr. Guerra provided an overview of the recent district-level SAAC/SAF meeting.

Topics included:

- Review of **Title I** information
- Discussion of **Free and Reduced Lunch** data
- Parent participation levels across various schools and programs

No action was required.

3. Nominating Committee for 2026–2027 SAF Chair

Mr. Guerra requested volunteers for the nominating committee for next year's SAF Chair election.

Committee members will include:

- **C. Gaskill**
- **Principal Machin**
- **Mr. Guerra**

Nominations will take place at the **May meeting**.

4. Review of By-Laws

Mr. Guerra recommended reviewing the SAF By-Laws prior to next year's elections to ensure clarity and alignment with district expectations.

No formal action was taken.







5. Other Business

No additional business was brought forward.

6. Meeting Adjournment

The meeting was adjourned at **3:38 PM**.

☆ 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>Isabella Rios</i>
2	Giselle Norrito	✓			<i>John</i>
3					
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