

Manatee Bay Elementary School Advisory Committee (SAC) Meeting Minutes

Date: Wednesday, April 22, 2026

Time: 2:30–3:15 PM

Location: AP Office due to book fair

Chair: C. Gaskill

1. Call to Order

The meeting was called to order at **2:37 PM**.

Motion: Mr. Guerra

Second: Mrs. Gaskill

Motion carried.

2. Approval of Minutes

The March minutes could not be approved due to **lack of quorum**.

3. School Improvement Plan (SIP) Review

The committee reviewed the **survey process** and emphasized the need for increased **parent participation**.

4. Reports

a. Treasurer's Report

Balance: **\$0**

All previously approved expenditures have been completed.

b. Principal's Report

Not available.

c. SESIR Report

No incidents reported.

d. PTA Report

Not available.

5. Comments, Announcements, and Other Business

Upcoming Events:

- **4/23** – Take Your Child to Work Day
- **4/27** – Principal Appreciation Week
- **4/28** – Volunteer Breakfast
- **4/29** – K–2 FAST Math
- **4/30** – Día de los Niños
- **5/4** – Teacher Appreciation Week
- **5/6** – K–5 FAST ELA
- **5/13** – Grades 3–5 FAST Math
- **5/13** – PTA Meeting
- **5/14** – 5th Grade Science
- **5/21** – 5th Grade Dance
- **5/22** – 5th Grade Breakfast / Early Release
- **5/25** – No School (Memorial Day)

6. Next Meeting Date

The next SAC meeting is scheduled for **Tuesday, May 26, 2026 at 2:30 PM.**

Agenda focus: **Budget / Nominations**

7. Adjournment

The SAC meeting adjourned at **2:48 PM.**

Mr. Guerra then convened the SAF meeting, reviewed notes, and adjourned at **3:10 PM.**

SAC (School Advisory Committee) Agenda

DATE: Wednesday, April 22, 2026




TIME: 2:30-3:15pm

LOCATION: Manatee Bay Elementary, Media Center

1. Call to Order
2. Approval of Minutes from March
3. SIP review- Survey process
5. Reports
 - a. Treasurer's Report- \$0 (all expenditures approved)
 - b. Principal's report
 - c. SESIR (School Environmental Safety / Incident Reports)
 - d. PTA Report
6. Comments, Announcements, and Other Business
 - 4/23- Take your Child to work Day
 - 4/27-Principal Appreciation Week
 - 4/28-Volunteer Breakfast
 - 4/29- K-2 FAST Math
 - 4/30- Dia de los Ninos
 - 5/4- Teacher Appreciation Week
 - 5/6- K-5 FAST ELA
 - 5/13- 3-5 FAST Math
 - 5/13- PTA Mtg
 - 5/14- 5th Science
 - 5/21- 5th grade dance
 - 5/22- 5th grade breakfast/ Early Release
 - 5/25- No School Memorial Day
7. Next Meeting Date
 - a. Tuesday, 5/26 at 2:30pm Budget / Nominations
8. Meeting Adjournment

*Send -
Managers B -
update
By LWS
Jorge*

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

#	SAC Member Full Name	Position	Time: <u>2:37pm</u>		Sign Here
			SBBC Employee	Parent of Student	
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	