

# Manatee Bay Elementary

## School Advisory Forum (SAF) Meeting Minutes

**Date:** Wednesday, April 22, 2026

**Time:** 2:48–3:10 PM

**Location:** AP Office

**Chair:** Mr. Guerra

### 1. Call to Order

SAF Chair **Mr. Guerra** called the meeting to order at **2:48 PM**, immediately following the adjournment of the SAC meeting.

### 2. District & School Updates

Mr. Guerra reviewed key points from recent district-level discussions, including:

- **District budget review** and ongoing financial realignment
- Continued emphasis on **parent participation** in school-based processes
- Overview of **district budget impacts** and anticipated updates to come

### 3. Nominations Discussion

The committee briefly discussed the upcoming **SAF nominations** for the 2026–2027 school year.

Members were reminded that the nominating process will continue at the next scheduled meeting.

### 4. Other Business

No additional items were brought forward.

### 5. Adjournment

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

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

Date: <u>4/22/2026</u>		Time: <u>2:37pm</u>		Sign Here
#	SAC Member Full Name	Position	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