

SAC (School Advisory Committee) Agenda

DATE: Tuesday, May 26 2026

TIME: 2:30-3:15pm

LOCATION: Manatee Bay Elementary, Media Center

1. Call to Order
2. Approval of Minutes from March and April
3. Budget 26-27 review- Principal Machin
4. PBIS 26-27 review
5. SAF Elections- Nomination committee- 1 nomination Jorge Guerra- SAF Chair
6. Reports
 - a. Treasurer's Report- \$0 (all expenditures approved)
 - b. Principal's report
 - c. SESIR (School Environmental Safety / Incident Reports)
 - d. PTA Report
7. Comments, Announcements, and Other Business
 - 5/27-Honor Roll Ceremony
 - 5/28- Promotion Ceremony 1
 - 5/29-Promotion Ceremony 2
 - 6/1- VPK Ceremony / 5th grade FUN day
 - 6/2- Senior/5th grade walk
 - 6/3- early release-last student day
 - 6/4- Last day for teachers
 - 8/10- First Day of School
8. Next Meeting Date
 - a. Tuesday, September 23, 2026 (Joint meeting SAF / Elections)
9. Meeting Adjournment

School Advisory Committee (SAC) Meeting Minutes

DATE: Tuesday, May 26, 2026

TIME: 2:30–3:15 PM

LOCATION: Manatee Bay Elementary – Media Center

CHAIR: C. Gaskill

1. Call to Order

Chair C. Gaskill called the meeting to order at **2:32 PM**.

Roll Call:

Members present — **Gaskill, Machin, Guerra, Andrus, Jefferson, Daniel**

A quorum was established.

2. Approval of Minutes

Motion: Patty Daniel moved to approve the **March and April** minutes.

Second: Meryl Jefferson seconded the motion.

Roll-Call Vote:

- Gaskill – Yes
- Machin – Yes
- Guerra – Yes
- Andrus – Yes
- Jefferson – Yes
- Daniel – Yes

Result: Motion passed **6–0**.

3. Budget Review – Principal Machin

Principal Machin presented the **2026–2027 school budget** and highlighted key staffing and program impacts for the upcoming year.

Key points included:

- **Surplus of three instructional positions** due to projected enrollment and district allocations.
- **Removal of one specials class** for the 2026–2027 school year, resulting in a reduced specials rotation.
- **ESE Specialist position adjusted to 50%**, with responsibilities redistributed to maintain compliance and student support.

No motion was required; the report was received for informational purposes.

4. PBIS 26–27 Review

The committee reviewed the Positive Behavioral Interventions and Supports (PBIS) plan for the 2026–2027 school year. Updates focused on reinforcement systems, schoolwide expectations, and data-tracking procedures. No motions were required.

5. SAF Elections – Updated Vote Record

The Nomination Committee presented **one nomination** for **SAF Chair: Jorge Guerra**.

Motion: Patty Daniel moved to elect **Jorge Guerra** as the 2026–2027 SAF Chair.

Second: Meryl Jefferson seconded the motion.

Roll-Call Vote (Unanimous):

- **Gaskill – Yes**
- **Machin – Yes**
- **Guerra – Yes**
- **Andrus – Yes**
- **Jefferson – Yes**
- **Daniel – Yes**

Result: Motion passed **6–0**.

Jorge Guerra was elected SAF Chair.

6. Reports

a. Treasurer's Report

Balance remains **\$0**; all expenditures previously approved.

b. Principal's Report

Principal Machin shared end-of-year updates, including ceremonies, testing completion, and staffing timelines.

c. SESIR Report

No SESIR incidents reported.

d. PTA Report

No PTA representative present; no report provided.

7. Comments, Announcements, and Other Business

Upcoming events were reviewed:

- **5/27** – Honor Roll Ceremony
- **5/28** – Promotion Ceremony 1
- **5/29** – Promotion Ceremony 2
- **6/1** – VPK Ceremony / 5th Grade Fun Day
- **6/2** – Senior / 5th Grade Walk
- **6/3** – Early Release – Last Student Day
- **6/4** – Last Day for Teachers
- **8/10** – First Day of School (2026–2027)

8. Next Meeting Date

The next SAC meeting will be held during the **Joint SAC/SAF Meeting & Elections**:

Tuesday, September 23, 2026 at 2:30 PM.

9. Meeting Adjournment

Motion: Patty Daniel moved to adjourn.







Second: Meryl Jefferson seconded.

With unanimous consent, the meeting adjourned at **3:12 PM**.

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

Date: 5/26/26

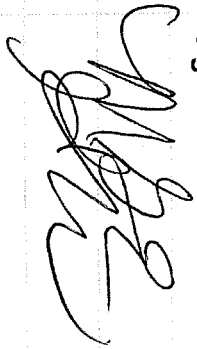
Time: 2:30

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Andrus, Wendolyn	Parent	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> 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: 5/26/20

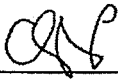
Time: 2:30 PM

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Maribel Garcia Escobedo	yes			
2	Giselle Narcizo	yes			
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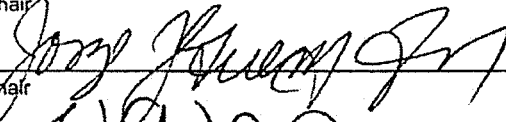
2027 BUDGET
Staffing Allocation and Operating Funds
Cost Center : 3736138410 MANATEE BAY E

ADDITIONAL REQUIRED BUDGETING AMOUNTS		
	Activity	Amount \$
Requirement Custodial Supplies Elem	7901000000000000	8,003.00
Requirement Gifted Elem	5260652600000000	111,277.00

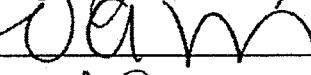
Required Signatures:



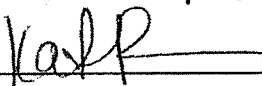
SAC Chair



SAF Chair



Principal



Director