



Commack Middle School

an International Baccalaureate World School

CMS SBMT

Meeting Minutes

12/1/20



- Meeting was conducted via ZOOM
- Meeting minutes can be found in italics beneath associated agenda items.

1. Welcome and introductions

a. Returning Members:

- Staff: Mrs. Cárdenas, Mr. Larson, Mrs. Vaughn, Mr. Harris
- Parents: Mrs. Fein, Mrs. Walsh, Mrs. Pappachen

b. New Members

- Staff: Mrs. Shannon Dagastine, Mr. James Patrissi, Mr. Brett Williamson, Mrs. Mia Schwartz, Mrs. Emily Greco
- Training was planned for 10/13/20; first meeting was planned for 10/24/20
- Training was postponed until 11/24/20; first meeting postponed to the Tuesday to follow, 12/1/20

Mr. Larson began the meeting by identifying returning members and new members. Pleasantries were exchanged between meeting participants.

2. Minutes

a. Description of Meeting Procedures:

i. Proposed Meeting Dates

- Calendar Review: the targeted dates for our monthly meetings at 2:45 pm are as follows:
12/1/20, 1/26/21, 2/23, 3/23, 4/27, 5/25

The committee discussed the proposed meeting dates above. The meeting dates for the 2020-2021 school year were unanimously approved.

b. Minutes procedures:

- Minutes will be recorded by a member of our committee. Within one week of the meeting, the minutes will be shared, via email, with all committee members. Should a committee member identify an omission or need for correction, changes should be emailed directly to Mrs. Sandra Juliano (Principal's administrative assistant).
- Finalized minutes will be approved at the start of the next SBMT meeting.

Mr. Larson discussed that meeting minutes would be required for each SBMT meeting. The procedures above were reviewed, and members were asked to volunteer to take minutes. The below reflects an accounting of minute-taking responsibilities for future meetings.

Additionally, Mr. Larson shared that committee members will be contacted one week prior to a meeting, and agenda items will be solicited. Mr. Larson will compile the agenda item submissions and create the monthly agenda.

Date	12/1/20	1/26/21	2/23/21	3/23/21
Who?	M. Larson	M. Schwartz	E. Greco	B. Williamson
Date	4/27/21	5/25/21		
Who?	S. Dagastine	R. Harris		

Before making a transition to agenda item #3, Mr. Larson invited parents/guardians and staff members into an open discussion on the developments of the school year. Parent members were asked to share feedback related to their children's experiences this year. Staff members were similarly asked to share about their experiences.

It goes without saying, but will be recorded here for the purposes of these minutes, that this is an entirely unique school year as we face the COVID-19 pandemic. CMS has re-opened at a 50% daily occupancy, has an alternating-day schedule, and much of the “standard school day” looks remarkably different this year. As such, student and staff experiences are quite different this year.

Parents/guardians shared the following:

- *Things are going well*
- *Virtual day is appreciated as it allows children to keep up with academics*
- *Different year, but overall a positive year*
- *Socially, this year is hard*
- *Children are adapting to the routines*
- *World language classes virtually is not ideal*
- *Teachers have been instrumental in acclimating children. They have been patient, flexible, supportive, and kind.*
- *STEM and Humanities support classes do not offer enough substance; however, alternative opinions were shared that the guided study hall was appropriate, and layering additional work would not be appreciated.*

Staff shared the following:

- *Grateful to have children back in the building*
- *The recent up-tick in positive cases regionally, locally, etc., is concerning*
- *Every other day model is working; while it is not ideal, it is working!*
- *This is challenging for students and staff, but everyone is doing their best!*

3. Building Happenings:

- Successful first MP
- MHP Messaging every Monday, social distancing, growth mindset, responsible use of technology, goal setting, gratitude, self-care, self-advocacy, peer pressure, self-esteem, relationships, coping, staying focused, etc.
- MHP Push-in Programming (Healthy Habits - mental and physical wellness; Stress Management; Mindfulness; Connectedness)
- Yearbook Photos
- Aimsweb
- Chromebook Distribution
- Pumpkin Palooza
- Food Drive
- Parent/Teacher Conferences: 12/2 and 12/3
- Spring Department Awards

Mr. Larson reviewed the above “building happenings” and shared some of the successful events that CMS has enjoyed this school year. Parents shared questions about Aimsweb which were addressed by Mr. Larson and members of our ELA and Math staff.

The meeting concluded at 3:30 pm with a review of committee member responsibilities. Representatives are asked to connect with their constituents and listen for potential concerns. Should they hear of items related to school climate, school environment, scheduling, school goals, etc., those items should be shared with our committee.

Role of SBMT

“The purpose of school-based planning and shared decision making shall be to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, sex, language, background, or disability.” (NYSED.gov)

According to our school policy, we **are able** to discuss:

We **CAN NOT** make any decisions that:

- School outcomes/goals/results
- Curriculum and instruction
- School environment
- Scheduling
- Parent education/workshops
- Communication improvements

- differ from New York State Learning Standards
- relate to funding
- will affect other schools in addition to CMS
- affect labor contracts
- affect staff assignments, evaluations, discipline