

# *Commack Middle School*

## **School-Based Management Team**

### *Decisioning Minutes*

*September 7, 2016*

#### *Members and Membership Groups*

<i>Administration</i>	<i>Community</i>	<i>Teaching Staff</i>
Anthony Davidson	Melissa Gordon	Ed Cuff
Christina Sapienza	April Haupt	Roger Eisenhardt
	Laurie Schoenfeld	Angelina Napoli
		+Mia Schwartz
<i>CTA</i>	<i>Support Staff</i>	
+Frank LaMagna	Veronica Plotke	

+ denotes absence

#### **Decisions made:**

- SBMT unanimously agreed upon the following meeting dates and recorders for each session:

<b>Meeting Dates</b>	<b>Recorder</b>
<i>September 9</i>	<i>Anthony Davidson</i>
<i>October 5</i>	<i>Christina Sapienza</i>
<i>November 2</i>	<i>Roger Eisenhardt</i>
<i>December 7</i>	<i>Veronica Plotke</i>
<i>January 4</i>	<i>April Haupt</i>
<i>February 1</i>	<i>Lori Schoenfeld</i>
<i>March 1</i>	<i>Melissa Gordon</i>
<i>April 5</i>	<i>Ed Cuff</i>
<i>May 3</i>	<i>Angelina Napoli</i>
<i>June 7</i>	<i>Pending new member</i>

- SBMT unanimously agreed upon the following protocols:
  - the recorder will submit meeting and decisioning minutes to the facilitator no later than one week *after* the SBMT meeting
  - the facilitator will email the SBMT one week in advance to ask for items for the agenda
  - the facilitator will email the SBMT with the final agenda at **least two days** in advance of meetings
  - items not on the agenda will not be discussed at SBMT but may be noted for future New Business
  - meetings will begin promptly at 3pm and conclude no later than 4pm, at which point, any discussion will be tabled and become a part of Old Business for the next meeting
- SBMT unanimously adopted minutes for the June 8, 2016, meeting with the change of wording from “the Grade Sky Zone event” to “7<sup>th</sup> grade event,” to more accurately reflect the proposed change in venue.

- SBMT agreed that each member will reach out to his/her stakeholder group to gather ideas and initiatives to guide this year's work and bring these ideas to the next SBMT meeting in October.
- SBMT unanimously elected Roger Eisenhardt facilitator for the 2016-17 school year.

*Respectfully submitted by Anthony Davidson*