

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:

Meeting Dates	Recorder
<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 “7th 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