

Commack Middle School

School-Based Management Team

Decisioning Minutes

September 13, 2017

Members and Membership Groups

<i>Administration</i>	<i>Community</i>	<i>Teaching Staff</i>
#Anthony Davidson	+ Jill Breslin	Sue Boyce
Ali Glassman	+ Vicki Ragavanis	Ed Cuff
	Laurie Schoenfeld	AnnMarie Ferreri
		Mary Nerko
<i>CTA</i>	<i>Support Staff</i>	Randie Taylor
Carolyn Burton-Gadja	Veronica Plotke	

+ denotes absence

denotes facilitator

Review of Procedures

- The SBMT reviewed and agreed upon the following protocols for voting, recording and for placing items on the agenda:
 - At least one week prior to each meeting, the SBMT facilitator will email the members of the SBMT and copy in Donna DiBiase and request items to be placed on the agenda for old and new business.
 - Members must submit new business when the facilitator asks for agenda items before the meeting; no item will be placed on the agenda or discussed at the SBMT unless it has been placed on the agenda prior to the meeting.
 - The facilitator will send a final agenda to the members of SBMT and Donna DiBiase no later than the Monday prior to the monthly SBMT meeting.
 - Recorders will submit draft minutes to the SBMT and Donna DiBiase no later than one week after the meeting at which he or she served as the recorder.
 - The SBMT will have two days to review drafted meeting minutes; members will contact the facilitator and reorder to rectify should there be errors or inaccuracies in the minutes.
 - The facilitator will send final the minutes to SBMT and Donna DiBiase. Donna will disseminate minutes to the district stakeholders.
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Assignment of Recorders

- Mr. Davidson facilitated the finalizing of the meeting schedule and the assignment of recorders for the year's meetings.
- SBMT agreed upon meeting dates and assigned recorders for meeting minutes as follow:

Proposed Meeting Dates	Recorder
September 9	<i>Anthony Davidson</i>
October 4	<i>Veronica Plotke</i>
November 1	<i>Laurie Schoenfeld</i>
December 6	<i>Ed Cuff</i>
January 3	<i>Randie Taylor</i>
February 7	<i>AnnMarie Ferreri</i>
March 7	<i>Ali Glassman</i>
April 11	<i>Jill Breslin</i>

May 2	Carolyn Burton-Gadja
June 6	Vicki Ragavanis

- SBMT confirmed that new members were notified of mandatory SBMT training on October 16, 2017, from 4-6pm, at Hubbs in Conference Room A.

Adoption of Minutes from June 7, 2017

- The minutes from the June 7, 2017, meeting were adopted.

Old Business

- Mr. Davidson spoke about the SBMT **Courtyard Cleanup** on October 21 at 8am. All members are encouraged to attend. The building will send out information to the staff, students and community.
- Mr. Davidson mentioned the possibility of revisiting the school mascot since the CMS mascot is the Wildcat and CHS is the Cougar.
- The committee discussed the rule eliminating backpacks in CMS. Mr. Davidson asked all members to speak with constituent groups to bring perspectives on the implementation of this rule to the next SBMT meeting for discussion and consideration of any changes that may be made.

7. New Business

- Initiatives for **2017-2018** suggestions:
 - A member proposed seeking ways to create educational opportunities and opportunities for equity for students and staff with the LGBTQ community, including exploring the addition of a Gay-Straight Alliance. The member discussed a need to support the CMS students who identify as part of the LGBTQ by meeting their social-emotional needs and to give staff the training it seeks. The committee discussed the need for support and the importance of being mindful of how these supports would be best explained to the community. The committee voiced its desire to explore ways to help and support and requested that a member bring more information and research to the next SBMT meeting in October. The member agreed to share information and resources then.

Appointment of Facilitator

- Members of the SBMT nominated and the Team appointed Randie Taylor the facilitator for the 2017-2018 school year.

Adjournment

- The meeting was adjourned at 3:24 pm.
- The next meeting will be held on Wednesday, October 4, 2017.

Respectfully submitted by Anthony Davidson