

CMS SBMT Meeting Minutes 9/25/18

Committee Members

AnnMarie Ferreri, Elias Stavrinadis, Evelyn Cárdenas, Holly Tobias, Jennifer Fein, Jessica Panos, Lauren Echauri, *Melissa Vaughn, Michael Larson, *Rachel O'Boyle, Dr. Randie Taylor, *Richard Martin, *Vicki Ragavanis

**Unable to attend the first meeting*

1. Welcome New Members:

The meeting began promptly at 3:00pm. Mr. Larson invited members of the committee to introduce themselves and their roles (e.g. parent, teacher, administrator, teaching assistant, etc.). Mr. Larson provided the committee with an overview of the role of the SBMT committee. It was explained that the role of SBMT is to seek ways to improve the overall educational experience of all students at Commack Middle School. Mr. Larson reviewed the topics that are appropriate for discussion as well as others that fall outside the jurisdiction of this committee. The committee acknowledged their understanding of the roles and responsibilities of SBMT.

2. Past Practices

In an effort to provide an overview of previous years' discussions, Dr. Taylor and Mrs. Ferreri provided the committee with an overview of last year's topics/discussions.

3. Facilitator

Mr. Larson shared that there was a need to assign the role of meeting facilitator and the responsibility of recording meeting minutes for each committee meeting.

Mr. Larson shared that the following responsibilities would be expected of the meeting facilitator:

- The meeting facilitator will email all committee members approximately one week prior to a scheduled meeting. The facilitator will ask members to submit topics for discussion at SBMT. Using the responses submitted, the facilitator will create a monthly agenda.*
- The facilitator will have the responsibility of "running each meeting," and ensuring that the committee engages in discussion related to agenda items.*

Mrs. Panos volunteered to assume the role of facilitator. The committee unanimously supported this assignment.

4. Meeting Dates and Minutes

Mr. Larson requested that committee members review the anticipated meeting schedule. The committee unanimously adopted the following meeting dates: 9/25/18, 10/30/18, 11/27/18, 1/29/19, 2/26/19, 3/26/19, 4/30/19, 5/28/19.

All meetings will begin at 3:00pm and run no more than 45 minutes to 1 hour in length.

5. Meeting Minutes

Mr. Larson shared that there was a need for minutes to be recorded at each SBMT meeting. Mr. Larson requested that members of the committee volunteer for this responsibility. The following members expressed their willingness to record meeting minutes (please see below):

| Meeting Date | Minutes Recorded By |
|--------------|---------------------|
| 9/25/18 | Mr. Larson |
| 10/30/18 | Dr. Taylor |
| 11/27/18 | Mrs. Fein |
| 1/29/19 | Mrs. Ferreri |
| 2/26/19 | Mrs. Echauri |

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| 3/26/19 | Mrs. Tobias |
| 4/30/19 | Mr. Stavrinadis |
| 5/28/19 | <i>TBD (Mrs. Vaughn or Mrs. O'Boyle)</i> |

6. SBMT Training:

Mr. Larson shared that new member training would occur on 10/4/18 at the Hubbs Administration Center from 4:00pm - 6:00pm. New members were aware of this and will be in attendance. It was noted that Ms. Cárdenas has previously been trained, and as such, will not be expected to attend.

7. Conclusion

The meeting concluded at 3:35pm.