



# Commack Middle School

an International Baccalaureate World School

## CMS SBMT

### Meeting Minutes

9/24/19



#### 1. Welcome and introductions

##### Committee Members

Mrs. Ferreri, Mr. Stavrinadis, Mrs. Cárdenas, Mr. Larson, \*Mrs. Panos, Mrs. Echauri, \*Mrs. Vaughn, \*Mrs. O'Boyle, Mr. Harris, \*Mrs. Breslin, Mrs. Walsh, Mrs. Pappachen, Mrs. Fein.

\*Unable to attend the first meeting

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. Minutes/ Facilitator

Mr. Larson shared that Mrs. Jessica Panos would be our meeting facilitator at subsequent meetings. Additionally, 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	Meeting Date	Minutes Recorded By
9/24/19	Mr. Larson	2/25/20	Mr. Harris
10/29/19	Mrs. Echauri	3/31/20	Mrs. Walsh
11/26/19	Mrs. Stavrinadis	4/28/20	Mrs. Pappachen
1/28/20	Mrs. Ferreri	5/26/20	Mrs. Fein

Mr. Larson reviewed procedures for recording and sharing monthly minutes. The committee agreed to the following procedures:

- A member of our committee will record minutes.
- 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.

#### 3. Meeting Dates

Mr. Larson asked committee members to confirm their availability for our future meeting dates. The committee supported the request to meet on the following dates:

- 9/24/19, 10/29/19, 11/26/19, 1/28/20, 2/25/20, 3/31/20, 4/28/20, 5/26/20
- All meetings will occur at 3:00pm in the MOCR.

#### 4. Building Happenings:

The committee discussed the opening of the school year, in particular our PBIS initiatives throughout the month of September. We discussed the efforts our teachers and staff have taken related to educating our students on the principles of Respect, Responsibility, and Relationships. The committee discussed the various activities that are planned for our September 27<sup>th</sup> annual PBIS Kick-Off Celebration.

*Mr. Larson shared details related to our MYP efforts at CMS. The committee discussed (briefly) the framework outlined by the IBO, the IB Learner Profile Traits, and our planned efforts to dedicate time this school year to further developing the inquiry components of MYP in our classrooms. This conversation included a discussion on the Cougar Achievement Award and how this award reflects the Learner Profile Traits established by the IBO. A parent member asked some clarifying questions related to standards and the selection process of Award Recipients.*

*Mr. Larson shared that the opening of the school year has gone rather well. Our teacher representatives supported this statement. Mr. Larson shared that there have been some transportation issues, particularly at departure. Mr. Larson shared that the building has been sending messages out to the community via School Messenger when buses fail to depart CMS on time.*

#### **5. SBMT Training:**

*Mr. Larson shared that new member training would occur on 10/7/18 at the Hubbs Administration Center from 4:00pm-6:00pm. New members were aware of this and will attend.*