

**SS. Cyril and Methodius
School Board Meeting Minutes
Tuesday, February 3, 2009**

1. **Call to Order:** Meeting called to order at 7:00 PM by Mike Pender.
2. **Opening Prayer:** Mike Pender led the group in opening prayer.
3. **Roll Call:** Father Larry and Shirley Tkachuk present.
 - School Board members present:
 - Darren Benson, Chris Bigelow, Lupe Czerwinski,
Scott Fries, Mike Pender, and Beth Rendak
 - School Board members absent:
 - Ed Andruszkiewicz (excused), Michelle Sullivan and Bob Libby (excused).
4. **Acknowledgement of Guests:** None
5. **Visitor Comments:** None.
6. **Approval of Minutes:**
 - No Minutes were provided for the January Meeting.
 - The Principal's Report for January was provided.
7. **Amendments to Agenda:**
 - None.
8. **Reports of Officers:**
 - a. **President:** Bob Libby, absent, no report.
 - b. **Treasurer:** Beth Rendak, no report.
 - c. **Secretary:** Ed Andruszkiewicz, absent, no report.
 - d. **Vice-President:** Mike Pender attended the Parish Commission meeting on January 28th, the Tri-Parish Pre-School will be called All Saints Pre-School and there were 41 responses. Shirley Tkachuk added that that number has increased. The 125 Year Parish DVD will be available after all Masses for \$5.00. Mothers Club will have a showing of the video at a movie night. The all Parish Mass will be August 16, 2009 organized by Joan Johnson and any help would be appreciated. Also Nancy Bigelow will be heading the Block party this year, preparations will begin in March, and anyone willing to volunteer should contact her or Chris Bigelow.
 - e. **Principal's Report:** Report submitted by Shirley Tkachuk. Report has been attached.
 - **Pastor Report:** Father Larry has been in talks with the other Pastors about the Tri-Parish Pre-school. Fr. Larry has also been working with the Principal, Shirley Tkachuk, in regards to renewing her Contract.
9. **Committee Reports:**
 - a. **Finance:** Beth Rendak expressed the need for new school board members to be on the finance committee as her and Bob Libby will no longer be on the committee as their terms are finished as school board members. Beth also notified the School Board of Mother's Club's confusion with the Board's policy on fundraising. Through discussions at the meeting it was mentioned that the policy is not the School Board's but rather the Parish Finance Committee's policy. Members of the School Board will meet with Officers of the Mother's Club to open communication from the two organizations. It was also mentioned that the Mother's Club's Annual Fundraiser may be moved to the Spring due to the 125th Anniversary Ball.
 - b. **Development:** Chris Bigelow talked with Shirley Tkachuk and Darren Benson and identified grants that the school will be seeking. Fr. Larry also provided the amount of the existing endowment for SS Cyril and Methodius as a whole, half of which will be used as the start up for the school endowment.
 - c. **Technology:** Lupe Czerwinski had forwarded the December meeting minutes via e-mail. Shirley Tkachuk informed everyone that the Technology committee would meet again in late February. Mike Pender asked about advertising on the Web Site.

- d. **Public Relations:** Michelle Sullivan, absent, no report.
 - e. **Legislative Action:** Ed Andruszkiewicz, absent, no report.
10. **Old Business:**
- a. **Terra Nova Review:** Shirley Tkachuk informed the Board in her Principal's Report that Terra Nova is requiring the School to use new tests as we can no longer use the test we have been using due to copy right issues.
 - b. **School Board By-Laws review – Articles VII through XIII:** Ed Andruszkiewicz was absent item tabled to February Meeting.
 - c. **Endowment Update:** Chris Bigelow and Darren Benson propose to create an Endowment Committee to start and maintain the School Endowment as per the direction of the Parish Finance Committee. The Committee would be a permanent Committee of the School Board. This item will be tabled to the February Meeting.
11. **New Business:**
12. **Adjournment:** Motion to adjourn made by Beth Rendak, seconded by Darren Benson. Meeting adjourned at 8:31 PM.
13. **Executive Session Agenda:** None

PRINCIPAL'S REPORT
SS. CYRIL AND METHODIUS SCHOOL BOARD
FEBRUARY 3, 2009

We can take a few moments to go over this month's budget.

The past few weeks have been very busy ones within our school. Registration for our current families began on Thursday, January 8th. We have opened up registration to new families. I will share the most current registration figures with you within a few moments.

On Friday, the 9th the students in our school were able to dress out of uniform for the Fall Fundraiser. On that day the second quarter also ended. The next day, our 8th graders took the Catholic High School Placement tests. Students will be notified of their status from the respective schools shortly.

On the 13th I attended an Archdiocesan Budget Meeting which gave us important financial information for the 2009-2010 year.

On the 14th we did have an Open House for new families. It was a very cold day, but we did have about 50 people who visited us that day. On the same day we had our Science Fair judging for the students in grades 7 & 8. 27 projects were awarded "Gold" by the judges, 24 "Silver", 20 "Bronze", and 6 "Participation". We will send 8 groups of students competing in the Project Session and 1 in the Paper Session at the Regional Science Fair in March at the University of St. Francis. The Expo was scheduled for the next day, but was postponed to the following week due to the cold weather. This was the first year that all students were required to submit a project, along with also doing a paper.

The District had planned a meeting to discuss the bus situation for next year on the 15th. This meeting was cancelled and was made up today. I will share the info at the end of my report.

Due to the extremely cold weather I did close the school on Thursday, the 15th and Friday the 16th. The three days we missed due to the bad weather this year will be made up on Feb. 2nd (which was scheduled to be a teacher in-service) and June 3rd and 4th. The calendar which was sent out at the beginning of the year did list June 3rd, 4th, and 5th as make-up days in case we did have a bad winter. Hopefully, we are past the worst weather for this year.

On the 20th Chris, Darren and I did meet with the Parish Finance Board to discuss beginning a school endowment fund.

Submitted by E. Andruszkiewicz

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On the 21st of January Father and I did meet to begin to work on my evaluation for this year. During the month I did continue with formal evaluations for several teachers.

On the 22nd Mary Beth Rudis, Jim Carmen, Dennis Seppessy and I met with the rep from the Gallagher and Bassett Insurance Company to go over some of the recommendations they had for the school/parish. Report Cards went home on that day, too.

On the 23rd I met with people from NAEP (National Association of Educational Progress) regarding the testing our 4th graders will take part in. Several schools from the Archdiocese were selected to take part in the NAEP Assessment this year. This information is used when they speak of the nation's educational report card. The testing will involve 4th graders, will last about 90 minutes, and students will either be tested in reading, math, or social studies. We will not receive individual or school results. Results are put together for the nation. Parents received a letter, and have the option of having their child not be a part of the process if they so choose.

During the month the teachers/students also finalized their projects for Catholic Schools Week. We did take a group photo which appeared in our bulletin, and the Homer Horizon newspaper. Teachers also made class posters showing pictures of their students providing or taking part in some type of service during the year. These were displayed in church for Catholic Schools Week. This year's theme was "Catholic Schools Celebrate Service". We began the week with School Board participation at the 5:30 Mass on the 24th. We also had many students who came in uniform, and also several teachers attended the mass, too. During the week we had a school mass, closing prayer service, daily announcements by various faculty members and Father, a visit and talk from the mayor, police officer, and paramedic, we collected personal supplies for the Lemont area, played student Jeopardy, Wheel of Wisdom, and had a Teacher/Staff luncheon. We also offered our current parents the opportunity to visit while we were in session, and this year's crowd was the largest we have had over the past three years. The week ended with the Father/Daughter Dance. It was a successful week, and is a great way for Catholic Schools to highlight their contributions and success.

During the month we were notified that due to a problem with the copyright the Archdiocese would no longer be able to use the same edition of the Terra Nova test we had been using. We had to box up all of the materials we had and submit an order for the new edition of the tests. (This change was not supposed to happen until next year). I do not yet know how this year's test scores will be compared to scores we had from the past. The Terra Nova Workshop will just be coming up and we will hear more news then.

The Lady Comet Classic took place on the 17th, 21st, and 24th. The students had a Pep Rally on the 22nd.

Submitted by E. Andruszkiewicz

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During the month we did send out a survey (in conjunction with St. Al's/Pat's) regarding the 3 year old preschool program to be combined between the three parishes. We received 28 responses of people being interested, and St. Al's/St. Pat's received 14. We are meeting to move this program forward.

We have received our new brochures. Michelle has taken some of these to distribute to realtors in the area, we also have the ad in Chicago Parent.

Grades 5 and 6 will be beginning the Family Life books on the 13th of this month. A letter will be going home, and parents will again have the chance to view the book in school before it begins.

Also, during the month of February we will have N.D. Wilson, who is an author, visit our school, talk to our students (grades 5-8), and autograph copies of his book.

FEBRUARY EVENTS:

Feb. 3rd: District Meeting regarding transportation for next year

Feb. 4th: Meeting with St. Al's/Pat's to work on 3 year old preschool program

Feb. 5th: Curriculum meeting/Technology meeting

Feb. 6th: Confirmation Retreat

Feb. 8th Second Grade Prep Mass

Feb. 13th: Grading Ends for Progress Reports/Author Meeting with teachers

Feb. 15th, 19th, 21st: Emil Tournament (one game will be here)

Feb. 16th: No School/President's Day

Feb. 18th: NAEP Assessment of our 4th graders

Feb. 19th: Progress Reports

Feb. 25th: Ash Wednesday

Feb. 26th: Author Visit