

**SS. Cyril and Methodius  
School Board Meeting Minutes  
Tuesday, June 2, 2009**

1. **Call to Order:** Meeting called to order at 7:07 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:  
Ed Andruszkiewicz, Darren Benson, Chris Bigelow, Lupe Czerwinski, Scott Fries, Mike Pender, Beth Rendak and Michelle Sullivan
  - School Board Members Elect present:  
Anne Cannon, Maureen Moran and Randy Zezulka
  - School Board members absent:  
Bob Libby

In it being the first meeting for the Members Elect, all present introduced themselves and their role with the Board.
4. **Acknowledgement of Guests:** None
5. **Visitor Comments:** None
6. **Approval of Minutes:**
  - Motion made by Chris Bigelow to approve as noted, Scott Fries seconded the motion, and minutes were approved as noted. The Principal's Report for May was provided.
7. **Amendments to Agenda:** None
8. **Reports of Officers:**
  - a. **President:** Mike Pender informed the Board the Bob Libby wished to Thank all the current members and would like to welcome the Members Elect and wished them Good Luck.
  - b. **Treasurer:** Beth Rendak stated that the School Board checkbook has not yet been incorporated into the School's account. Beth will work with Denise Duda to close this item out.
  - c. **Secretary:** Ed Andruszkiewicz informed the Board he will not seek a second term as Secretary as he feels that this position be held by a second year member to allow for him to help the new secretary in the upcoming year.
  - d. **Vice-President:** Mike Pender, no report.
  - e. **Principal's Report:** Report submitted by Shirley Tkachuk. The Principal's Report has been attached.
  - f. **Pastor Report:** Father Larry acknowledge how well Graduation went and expressed his gratitude to Shirley Tkachuk, the Principal, and the school staff. Father expressed that he would like the School Board to get an article into the News from the Pews publication. Mike Pender agreed to submit an article. Father also mentioned the need for a get together of the various groups that support the School such as the Holy Name Society, the Mother's Club and all the other Parish organizations that donate time and money to the School.
9. **Committee Reports:**
  - a. **Finance:** None.

- b. **Development:** Chris Bigelow reported that the McCormack Foundation rejected our request for a grant.
  - c. **Technology:** Lupe Czerwinski thanked Mrs. Tkachuk and the School Board for an enjoyable experience over the last three years. Over the Summer Microsoft Office will be updated, the surf control will be updated, and various cleaning. Rose Niemiec did a great job in her position allowing Mary Reilley to focus more on teaching. The Committee works with Chester Konacki, the Parish Vendor and Consultant, to ensure the School's Computer system runs smooth and efficiently.
  - d. **Public Relations:** Michelle Sullivan reported on the Alumni Reunion.
  - e. **Legislative Action:** Ed Andruszkiewicz requested the Members Elect to sign-up to receive the Legislative Updates that the LAP sends out.
  - f. **Endowment Committee:** Darren Benson and Chris Bigelow reported that they are still looking for volunteers to help on their committee. Suggestions were made to approach other groups to explain the Endowment to them for possible financial support as well as approaching them for volunteers. The committee is still looking to hold an event to promote awareness as well as provide an opportunity to receive financial support.
10. **Old Business:**
- a. **Terra Nova:** Shirley Tkachuk reported that the Archdiocese will have a standardized method of reporting results that will be used to issue to all Parents. SSCM Students did extremely well on this year's tests. Teacher's will use these results next year as a tool to further improve the education of our students.
  - b. **School Board By-Laws review:** Ed Andruszkiewicz motioned to accept and approve the revised By-Laws as written, Mike Pender seconded the motion, all were in favor, the By-Laws were approved.
  - c. **Manna:** Darren Benson determined that Helen handles the selling of Manna. At this point more needs to be done to market the Manna program.
11. **New Business:**
- a. **New Board Members:** The new School Board Members Elect were welcomed as the newest Members of the School Board. Ed Andruszkiewicz, Secretary, passed out packets containing: the SSCM School Board Prayer, the Mission Statement, the By-Laws, the School Board Gift Policies, the Communications Guidelines for Visitors, the Archdiocese Leadership Manual for Advisory Boards, the office of Catholic Schools Elementary School Polices and various parts of the Archdiocese Policies and Procedures.
  - b. **Resolution:** Ed Andruszkiewicz motioned a resolution to extend a Thank You to all retiring Board Members, Lupe Czerwinski, Bob Libby and Beth Rendak for their years of dedication and service to the Board. The motion was seconded by Mike Pender and approved by all.
  - c. **School Board Elections:**
    - Chris Bigelow was nominated by Mike Pender for President. Ed Andruszkiewicz was nominated by Michelle Sullivan. Chris Bigelow was elected President.
    - Mike Pender was nominated Chris Bigelow for Vice President. Darren Benson was nominated by Ed Andruszkiewicz, Darren declined the

- nomination. Mike Pender was elected Vice President.
- Michelle Sullivan was nominated by Ed Andruszkiewicz for Secretary, Michelle was elected Secretary.
  - Darren Benson was nominated by Mike Pender for Treasurer, Darren was elected Treasurer.
- d. **Committees:** Committees will be discussed at the August meeting.
- e. **Registration Days:** School Registration will be on Tuesday August 4, 2009 from 6 PM to 9 PM and Wednesday from 9 AM to Noon. Chris Bigelow, Scott Fries, Mike Pender, and Anne Cannon volunteered to assist with registration on August 4th, while Michelle Sullivan has volunteered for Wednesday August 5th. Chris Bigelow and Darren Benson may be able to help on Wednesday as well.
- f. **August Board Meeting:** The next School Board Meeting will be at 6 PM on Tuesday August 11, 2009. The Board will meet in the Church. The meeting will be mostly orientation with discussions on the direction of the Board.
12. **Adjournment:** Motion to adjourn was made by Ed Andruszkiewicz, seconded by Mike Pender. Meeting adjourned at 9:14 PM.

PRINCIPAL'S REPORT  
SS. CYRIL AND METHODIUS PARISH SCHOOL BOARD  
JUNE 2, 2009

We will begin by going over this month's financials.

Registration materials for the new year went home during the month. We have begun to receive them back in school. We will accept them in the office until June 11<sup>th</sup>.

On Wednesday, May 6<sup>th</sup> the students in grades 4-6 were recognized at their sports award night.

Progress Reports went home the next day.

On May 7<sup>th</sup> and 13<sup>th</sup> our teachers participated in two after school seminar/workshops to help them better identify and prevent bullying issues within the classroom. I have been in conversation with Officer Bode who will work with all grades next year to deal with bullying, and also provide literature to help better educate parents as to some of the things they can also do to help. Also during the month several of our teachers completed another graduate level class with the help of the Mothers' Club. This course dealt with teaching reading throughout the content areas.

Our 4<sup>th</sup> graders had their Retreat Day on Thursday, May 7<sup>th</sup> and the 3<sup>rd</sup> /5<sup>th</sup> graders combined for a small Retreat Day on the 15<sup>th</sup>. This was the first year all of the students from grades 2-8 had the opportunity to participate in some type of a Retreat experience.

Our annual Waller Walk-a-Thon was held on Friday, May 8<sup>th</sup>. The students raised over \$20,000 on that day. It was a wonderful tribute to Mrs. Waller and members of her family were in attendance.

On Mothers' Day weekend we had several students who competed at the Illinois State Science Fair in Springfield. Our entire school is very proud of the following students who represented our school: Ryan Jones, Sam Abboud, Clare O'Donnell, and Megan Gardner all received Gold Medals, and Paul Rachwalski took home a Bronze.

From the 12<sup>th</sup> through the 15<sup>th</sup> the Student Council sponsored another Operation Care Package Drive in support of our troops. We have received a flag and a wonderful letter of thanks for all of our help from the organization. Also our 7<sup>th</sup> and 8<sup>th</sup> grade Sports Banquet was held on the 12<sup>th</sup>.

On the 13<sup>th</sup> our All School Liturgy was to thank all of the people who volunteered to help out in our school during the year. Parents took an active role in the mass along

with their children. We followed this with a brunch in Sivore Hall. Students also made thank you cards to give to the parents who attended.

On the 14<sup>th</sup> our Graduates attended their Graduation Retreat at the Carmelite Retreat Center in Darien. We also had uniform measurement on that day along with it being the first performance of "Seussical, the Musical". Our students did a great job, and I also congratulate the parents who helped to put the show together.

I have submitted the final copy of our school calendar for the 2009-2010 year. Teacher meetings will be on the 17<sup>th</sup>, 18<sup>th</sup>, and the afternoon of the 19<sup>th</sup>. The morning of the 19<sup>th</sup> will be our "Drop off Day", and school will begin (full day) on the 20<sup>th</sup>. We will again list when grades will end for both Progress Reports/Report Cards on the yearly calendar. We plan to open school doors at 7:25 each day and our day is scheduled to run from 7:45-2:15. We have not heard anything new from the District regarding the bus situation. We will be working on schedules during the summer.

Miss Nicki had her Spring Musicals for grades 1-4, and students in Grade 5 also had speakers from the Respect Life Office of the Archdiocese come out on the 19<sup>th</sup> to finish the "Family Life" program with them. Parents were invited to be a part of the presentation.

We acknowledged the accomplishments of the Class of 2009 on Wednesday, May 20<sup>th</sup> at Carriage Greens Country Club. We are very proud of the students who were a part of this class. I also thank the committee of moms who worked to put the evening together.

Student Council Elections for the 2009-2010 school year were held on Friday the 22<sup>nd</sup>. The students running gave their speeches and students in grades 3-7 listened to them in the gym.

Thank you to Mr. Sniegowski and to the other faculty members who help him with this organization.

On May 26<sup>th</sup> we had our School Picnic. I was in contact with moms on Memorial Day and based on the weather we had (and forecast) the decision was made to stay at school and reorganize activities. The weather turned out better than expected, and we did allow the 8<sup>th</sup> graders to walk over to their picnic for a part of the day. Things went smoothly, the students all seemed to have a good time, the teachers were involved, and we did not encounter any problems.

That evening we had the Band Concert in our gym. Wednesday the 27<sup>th</sup> was the Dare Graduation for 5<sup>th</sup> grade. Father and I joined the police chief, Officer Bode,

members of the Lemont Junior Women's League, and the 5<sup>th</sup> grade teachers for the ceremony in church. That day the 1<sup>st</sup> and 8<sup>th</sup> grade Faith Partners had their Ice Cream Social.

Kindergarten Graduation was held on Friday, the 29<sup>th</sup>. Mrs. Drake and Mrs. Eggebrecht did a wonderful job planning and preparing the ceremony. Father Marcin led us in prayer and helped to hand out the diplomas.

The Class of 2009 graduated on Sunday, the 31<sup>st</sup> at 2:00 PM. The ceremony was beautiful, and the entire school congratulates them.

Yesterday, June 1<sup>st</sup> we had our Closing School Mass. The School Board did acknowledge Mrs. Mary Andrews for 10 years with our school. We also acknowledged the three staff members who are leaving our school: Mrs. Nancy Fleming, Mrs. Cathy Eggebrecht, and Mrs. Mary Sue Johnson. The school also congratulated Father on his 25<sup>th</sup> anniversary. Also on that day the Board provided all of the staff with an end of the year luncheon.

On Thursday and Friday (June 4<sup>th</sup> and 5<sup>th</sup>) the teachers and I will be in meetings for part of the day. We will go over the year and discuss the things which worked well (along with those that didn't) and finalize ways to improve for next year. We all feel that the discipline policies put into place worked well, but also need to be adjusted. We will work in department level groups; discuss TerraNova action plans, faculty and parent handbook, and also complete online "Crisis Training" which is being required by the Archdiocese. I think it's important to discuss these things now, rather than waiting until August. The teachers are also required to hand in their professional growth records for the year, along with curriculum maps.

After many excellent interviews I have a new teacher for First Grade. Her name is Kristine Vilimas. She is a new teacher who has spent the past few years working as a Teachers' Assistant. I also need to thank the teachers who were part of the interviewing process. They gave up many free periods, lunch periods, and spent time after school to help with the process. Kristy was the overwhelming first choice of the entire team. She has already completed all of the Virtus training, mandated reporter training, online background check and fingerprinting, along with signing up for the first Religion course she needs (new teacher policy) and will take during the summer. She spent time with Mrs. Fleming last week, and will join our meetings on Thursday and Friday. Also for next year Mrs. Rozhon is going to have a 6<sup>th</sup> grade homeroom and Mr. Brady will take over the other 8<sup>th</sup> grade homeroom, and since Terri will also be teaching, she and I have been going over her job description and are in the process of adjusting it. I would also

like to announce that Patti Senese will be the new teacher aide.

On a personal note, thank you to Lupe, Beth, and Bob. They were 3 of my “original” board members, and they were involved in my selection as principal. Thank you for your help and confidence over the past 3 years.

Finally, tomorrow, June 3<sup>rd</sup> is our last day of school.