

**SS. Cyril and Methodius  
School Board Meeting Minutes  
Tuesday, October 7, 2008**

1. **Call to Order:** Meeting called to order at 7:00 PM by Bob Libby.
2. **Opening Prayer:** Bob Libby 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, Bob Libby, Beth Rendak, Mike Pender, and Michelle Sullivan
4. **Acknowledgement of Guests:** Danielle West, Cindy Lyon
5. **Visitor Comments:** Danielle West gave a presentation at the conclusion of the committee reports.
6. **Approval of Minutes:**
  - Motion made by Mike Pender to approve as revised, Michelle Sullivan seconded the motion, and minutes were approved as revised. A request was made to expand future minutes.
7. **Amendments to Agenda:**
  - New Business Item a. – 5<sup>th</sup> Grade Math Pilot Program, presentation will be moved to before Old Business.
8. **Reports of Officers:**
  - a. **President:** Bob Libby and Shirley Tkachuk met with the Mother's Club in regards to fundraising. Communications between the two organizations will be improved.
  - b. **Treasurer:** Shirley Tkachuk reported that the Board Checkbook has not been incorporated into the School Checkbook as of yet.
  - c. **Secretary:** Ed Andruszkiewicz, no report.
  - d. **Vice-President:** Mike Pender attended the Parish Council meeting on September 24<sup>th</sup>, 2008. The Council went over the "WE WILL" statements for space for Parish Unity, education, and spirituality and faith formation. The council is looking for someone to chair the Block Party. Fr. Marcin is looking for Polish-English speakers to assist with various Ministries within the Parish. On October 22, at 7:00 PM in Sivore Hall, there will be a meeting for the 125<sup>th</sup> Anniversary. On October 24, there will be a Mass with Fr. Michelini and Parishioners of St. Adalbert's with a dinner following.
  - e. **Principal's Report:** Report submitted by Shirley Tkachuk.

The School is diligently watching their expenses. School pictures were taken as well as retakes. The beginning-of-the-year Asbestos forms were submitted to the OCS (Office of Catholic Schools) per their directive; there have been no changes to our building since last February. This information will be updated in February. The letter regarding asbestos was sent home to parents on the October calendar and it is also published in the Parent Handbook. Also per directive of the OCS, both portions of the School Survey were submitted. Mr. Greg Grill came into the school building and did a presentation on First Aid for our lunchroom supervisors. The annual Parent Nights were held and appeared to be very successful. Shirley Tkachuk thanked Bob Libby and Ed Andruszkiewicz for speaking on behalf of the Board. Shirley Tkachuk also thanked all of the board members for their help with the "Top Ten" list and for their presence in church. Next year, this event should follow the same format and be scheduled closer to the actual start of school. Shirley Tkachuk also thanked the faculty for their hard work in preparing for the evening. In accordance with school policy, Parish donations for the summer months were checked and first letters to the families who did not appear to attend mass and donate were sent out. All of the families on this list with the exception of three have addressed this issue. Father Larry and Shirley Tkachuk will meet with these remaining three families. Father Larry and Shirley Tkachuk met to discuss the principal's personal goals for the year. These need to be submitted to OCS along with our school goals. Representatives from Gallagher and Bassett insurance visited the school. Mary Beth Rudis, Dennis Sepessey and Shirley Tkachuk went with the representative around the Parish and school buildings. The Technology Consultant from St. Cletus Parish helped the

SSCM teachers learn how to generate their progress reports from TeacherEase. Shirley Tkachuk attended the dinner for the Parish Council and spoke briefly about the School. A Room Mothers Meeting was held to help them understand the requirements and events they will be responsible during the year. Shirley Tkachuk also went to Old Quarry School to discuss how to use the Title monies received for Special Services. The vast majority of the funds will be earmarked for students who need speech services. Marge Boyce (who works for the District) will be in our building to work with those who qualify for services. Any student who is referred for screening gets tested, but not all will qualify for services. Often times the younger students have speech difficulties which are classified as “developmental” and are not eligible for services. The Principal attended the first Council meeting of the new year. During the month of August the students were allowed an out-of-uniform day in support of “Laps for Liver” in addition to the first 6th, 7th, and 8th grade dance of the year being held. On Sunday, the 21st the teachers attended the Noon Mass along with the Religious Ed and Polish School Teachers. That day is set aside as “Catechetical Sunday” and Father commissioned all of them during the mass. Afterwards all three groups joined together for lunch and a presentation by Father Larry, Father Marcin, and Marietta Vargo. They then had a chance to meet with all of the other teachers who use the classrooms throughout the year to discuss expectations. Our Lemont police Representative Officer, Denise Bode, came into the building and did three different grade level appropriate presentations on bullying for our students. A “follow up” program has been scheduled for a later date. With the help of the Mothers’ Club, 11 of our teachers began a graduate level class in regards to classroom management. Part of the requirement will involve the professor observing the teachers at work. The professor has offered to come to one of our meetings to present the information that has been taught to our staff. Shirley Tkachuk attended the first system wide “Principal’s Leadership Day”. Sr. Mary Paul McCaughy (our new superintendent) was one of the keynote speakers. She discussed the need for all of us to be “Fair and Just” in our teaching vocation. Shirley Tkachuk met with the Technology Committee to discuss the TeacherEase presentation as well as the program itself. Mrs. Reilley, Mrs. West, and Mr. Smith shared their ideas for some new things we could begin to do including, a Tech Club for those who may be interested after school. We will also be demonstrating the Interactive White Boards, working on the new math and science materials which have online components, and also beginning to plan where we would like to go in technology over the next three years. The teachers once again wore their “St. Cyril themed shirts”. Overall the staff is very pleased with how things have been going in the building. Many of the issues that were dealt with last year are no longer a problem. Our students are also responding to the policies regarding hair and uniforms. When a problem occurs the focus is getting everyone involved together to discuss the situation, figure out what went wrong, and decide on a way we should do it differently. During the month Movie Night was held and grades ended for Progress Reports. Shirley Tkachuk attended the Strengthening Catholic Schools Conference and attended sessions dealing with developing an endowment plan, and grant writing. The Confirmation Meeting for the 8th graders was held. There was a Pep Rally held in the gym for the 8th grade girl’s volleyball teams. It was attended by students from grades 5-8. Chris Bigelow and Shirley Tkachuk met to begin working on obtaining grants for our school. Bob Libby and Shirley Tkachuk met with the officers from the Mothers’ Club to discuss the fundraising for this year. Shirley Tkachuk also went over some of the upcoming events Mothers’ Club sponsors along with some new ideas they have. Shirley Tkachuk spoke to the Athletic Commission to explain our new discipline policies to them. The updated Handbook has been published on our website. Parents are asked to sign and send in the final page to indicate they have read and agree to abide by our policies. Shirley Tkachuk has been spending time each day walking into classrooms and is very pleased with the work she has seen by the teachers. Michelle Sullivan came in to help update our school’s brochure which can be distributed to realtors and other organizations throughout the community. She has also been helping Shirley Tkachuk to contact the papers and help to get us more publicity. The School began to work on the parish “We Will” statement regarding

the need for more space. Father Larry, Trish Nickleski, and Shirley Tkachuk went to see St. Matthew's property at the beginning of the month. Trish Nickleski and Shirley Tkachuk went to visit the newly constructed mall on Derby as well. Shirley Tkachuk read and commented on all of the Progress Reports for our students. This year, she personally gave the reports to all of the students in grades 7 and 8 and spoke to each one individually. During the month of October the School will begin each day by saying a decade of the Rosary together. The Student Council Religious Commissioner will lead this. We will also participate with Religious Ed in helping with the Baby Bottle service project.

Upcoming dates:

Oct. 2nd: Grade 8 goes to Springfield; they are off on the 3rd

Oct. 3rd: All school Mass for First Friday

Oct. 6th: Sports Team and Blue Jeans Day

Oct. 8th: Shirley Tkachuk will be at a Curriculum Meeting in the morning and should be in school by Noon.

Oct. 10th: No School/Teachers will be going to St. George School for a Council Religion In-Service. Speakers include Sr. Mary Paul and Bishop Gustavo

Oct. 13th: No School/ Columbus Day

Oct. 14th: Mothers' Club/ Interactive White Board Presentation

Oct. 16th: Halloween Safety for our students/I have a Council Meeting in the afternoon

Oct. 17th: Out of Uniform Day/students will be allowed to wear pink in remembrance of anyone they know who was affected by breast cancer. There is no charge for this day.

Oct. 18th: Confirmation Retreat

Oct. 20th: Math presentation for teachers/Talent Show Tryouts begin

Oct. 23rd: High School Fair/Mothers' Club Officers Meeting/Technology Meeting

Oct. 24th: Quarter Ends/Dance in the evening for grades 6-8

Oct. 31st: Black/Orange out of uniform day

- **Pastor Report:** No report submitted.

f. **Other Communications:** None

9. **Committee Reports:**

a. **Finance:** Shirley Tkachuk mentioned that there will be three Staff Paychecks in October. The financial statements were reviewed.

b. **Development:** Report given by Chris Bigelow. He met with Shirley Tkachuk to discuss options for the development of the school. At the Board meeting she gave Chris Bigelow a folder from the Archdiocese that explains the Board's options in terms of grants, fundraising and endowment ideas. Chris Bigelow recommend start a committee to create an endowment. This will be used to keep tuition costs down and provide assistance to families can't afford the tuition. An endowment will need to be handled through Archdiocesan Bank. The Parish Council and the finance committee will need to be involved in the creation of such a committee.

c. **Technology:** Shirley Tkachuk presented topics from the technology committee earlier.

d. **Public Relations:** Report given by Michelle Sullivan. She has been working diligently to get the SSCM School name in the two local newspapers of Homer Glen and Lemont. If parents of our students would like recognition the children for something they have done they should let Michelle know so she can give it to the newspapers. This also applies to Alumni who have an achievement and someone wishes to recognize them in the newspapers as well. Michelle would also like to update the School pamphlet to give to new residents and parishioners at the back of the church, through realtors in town or through the various welcome wagons in town.

e. **Legislative Action:** Report given by Ed Andruszkiewicz. Legislatively there is nothing the Archdiocese wishes to support at this time nor is there anything to vote against. Ed issued the Archdioceses Newsletter through the E-mail distribution for September.

f. **2008 Conference:** Ed Andruszkiewicz attended with Shirley Tkachuk as previously

mentioned. Ed attended the Workshops on Boards of Specified Jurisdictions. The Principals giving the presentations explained how the new system has helped their Schools tremendously in their operations. Eventually Boards of Specified Jurisdiction will be mandated by the Archdioceses. Parents of current students can make up no more than 25% of the Boards of Specified Jurisdiction. Also, the Board Members themselves chair the various committees. For example, the Board Member for technology committee of the finance committee would chair all meetings, set the agendas, and submit reports from the committee meetings.

**10. Old Business:**

- a. **Terra Nova Review:** The Archdiocese has come up with new charts which Shirley Tkachuk will discuss more at the next meeting. Lupe Czerwinski requested an open forum to discuss the Terra Nova results in May. Bob Libby wants to improve communications to parents about the Terra Nova results.
- b. **Bus Service Update:** Scott Fries has been in contact with Randy. Scott has also been in contact with Risk Management of the Archdiocese about liability for bus service to Homer Glenn. The Archdiocese said that there would be no liability to the School so long as it was made clear to the parents using the service and the bus company providing the service that the service is not sponsored by or endorsed by the school itself. This would be a private venture between the parents and the bus company. The Archdioceses would help in crafting such a document. Currently the committee is trying to determine a cost per student. This will involve an open dialogue between parents and the bus companies because the cost will be dependent upon how many students use the service and how many students will depend upon the cost.
- c. **2009-2010 School Start Times:** Shirley Tkachuk has had contact with the Local School District about new start times but no meetings have been scheduled and not times have been officered as of yet.
- d. **School Board By-Laws review – Items 1-6:** Ed Andruszkiewicz will incorporate changes and revisions into a Document which will be provided to the Board for approval at the conclusion of the review. Article VII through Article XIII will be reviewed at the November Meeting.

**11. New Business:**

- a. **Danielle West – 5<sup>th</sup> Grade Math Pilot Program:** Danielle West explained the students in Kindergarten through 2<sup>nd</sup> grade have been using the new consumable math books. Teachers believe the books are challenging to the students on a daily basis. The program emphasizes think outside the box with real world word problems. Re-teaching pages help students and parents remember concepts discussed in class. The program reaches different ranges in learning from challenging to extra help as provided by the re-teaching pages. Ms. West proposes that all grades use the new math program. Danielle also proposes to use the new Science program as well, as the two programs interact with one another. There is also an on-line portion of the Science book which can be a valuable tool in the education of the students. Currently SSCM is piloting the program in 5<sup>th</sup> grade and recommends using the hardcover math books for the 3<sup>rd</sup> and 4<sup>th</sup> grades. Ms. West also is very happy to be using TeacherEase.
- b. **SSCM Marketing Plan:** Michelle Sullivan chairs this project. Shirley Tkachuk mentioned that there are two Open Houses, one in November and another during Catholic Schools Week. Mike Pender suggested having a representative of the school provide a presentation of the school at the New Parishioners meetings maybe the slide show and some brochures. There will be two Alumni Events one in the Fall, with last years graduates, and then another in the Spring. An effort should be made to market the School to the Religious Education Program as well as other families in the Parish. The “New World” newspaper does run an advertising section several times a year to promote Catholic Education. Beth Rendak agreed to help Michelle.
- c. **Mother’s Club Fall Fundraiser:** - Beth Rendak reminded everyone that the Mother’s Club Fall Fundraiser will be on November 7, 2008. She will be accepting Donations from members after the meeting.

12. **Adjournment:** Motion to adjourn made by Ed Andruszkiewicz, seconded by Mike Pender.  
Meeting adjourned at 9:25 PM.
13. **Executive Session Agenda:** None