

**SS. Cyril and Methodius
School Board Meeting Minutes
Tuesday, November 4, 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, Mike Pender, and Michelle Sullivan
 - School Board members absent, excused:
Beth Rendak
4. **Acknowledgement of Guests:** None
5. **Visitor Comments:** None.
6. **Approval of Minutes:**
 - Motion made by Mike Pender to approve, Darren Benson seconded the motion, and minutes were approved as revised.
 - The Principal's Report will be provided as an attachment to future Board Meeting Minutes.
7. **Amendments to Agenda:**
 - New Business Item 11.b. – Location of annual Christmas Meeting.
8. **Reports of Officers:**
 - a. **President:** No Report.
 - b. **Treasurer:** Beth Rendak provided the information to Denise Duda that was requested at the last meeting. Shirley Tkachuk reported that the Board Checkbook has not been incorporated into the School Checkbook as of yet.
 - c. **Secretary:** Ed Andruszkiewicz reported receiving officer and committee reports by e-mail and encourages all to submit reports by e-mail for accuracy.
 - d. **Vice-President:** Mike Pender, no report.
 - e. **Principal's Report:** Report submitted by Shirley Tkachuk. Report has been attached.
 - f. **Pastor Report:** Father Larry attended the Dance on the 24th and the 2008 reunion mass and thought they were really nice. Father Larry and Shirley Tkachuk did meet with the two families to discuss their non-parishioner tuition status. Father Larry is investigating a Tri-Parish Pre-school at St. Al's/St. Pat's Bromberek Campus. Father also reported that a donation was received from the John Deere Foundation for Tuition Assistance.
 - g. **Other Communications:** The brown envelope use for parent response is a good idea. One Parent is concerned about the amount of candy coming home from students celebrating their Birthdays. School policy dictates what can and can not be distributed at school but there are no restrictions on amounts.
 - It was suggested that reports be submitted before the Meeting if possible so members may review them before the meeting.
9. **Committee Reports:**
 - a. **Finance:** No report.
 - b. **Development:** Report given by Chris Bigelow. Chris Bigelow provided a brief report of development efforts, noting that he is in the early stages of evaluating potential funding sources. Bigelow noted one source that was particularly interesting, the McCormack Foundation, which provides funding to support school newspapers. Shirley Tkachuk advised that the School has definite interest in developing a newspaper, and Lupe Czerwinski added that the technology committee is also evaluating funding sources for a newspaper (both print and online). A Request was made for all information that was previously done with regard to the School's Development.
 - c. **Technology:** The Technology Club would like to start a Newspaper. Father Larry mentioned that the Parish Council is in the process of cleaning up the Parish Website, first Draft is

looking good. There is mention of including an RSS feeds to get up to the minute information. Denise Duda will post the information.

- d. **Public Relations:** Report given by Michelle Sullivan. We are getting information into the local papers. Michelle is finishing the brochures and has received quotes for street signs. We need new pictures for the brochures. Discussed items like license plate holders, bumper stickers and window decals. Brochures should include stars of SSCM.
 - 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.
10. **Old Business:**
- a. **Terra Nova Review:** Shirley Tkachuk investigated and could not find any principal in the Archdiocese that conducts a parent presentation on the school's Terra Nova results. Teachers use the information to adjust their curriculum as needed. A vote was taken to recommend sending home information to parents regarding the School's Terra Nova results. All were in favor, no one opposed.
 - b. **Bus Service Update:** Scott Fries reported that there has been no progress on this issue.
 - c. **School Board By-Laws review – Articles VII through XIII:** 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. Discussion ended at Article IX. Article IX through Article XIII will be reviewed at the December Meeting.
11. **New Business:**
- a. **Endowment Update:** Chris Bigelow and Darren Benson reviewed minutes of the recent meeting with Shirley Tkachuk to discuss developing an endowment to benefit the School. Fr. Larry advised that rather than establishing a separate endowment, we will utilize an endowment the Parish already has in place. It was agreed that the next step will be to propose our fundraising to the Parish Finance Committee and seek their input.
 - b. **Annual Christmas Meeting:** The Board agreed to meet at Zeppo's restaurant for the 2008 Annual Christmas Meeting. Michelle Sullivan agreed to make reservations.
12. **Adjournment:** Motion to adjourn made by Chris Bigelow, seconded by Mike Pender. Meeting adjourned at 9:18 PM.
13. **Executive Session Agenda:** None

PRINCIPAL'S REPORT
SS. CYRIL AND METHDIUS SCHOOL BOARD
NOV. 4, 2008

- As always we will start by going over our financials for the month. There were 3 pay periods in the month of November.
- We have finished the month of October and have moved into November. Our students and teachers are busy and productive. I have started formal teacher evaluations with the staff.
- During the month we did focus on the Rosary, and began our daily morning prayers with a decade of the rosary. We also joined Religious Ed and participated in the Baby Bottle project during the month.
- Progress Reports did go home on the 2nd. On that same day our 8th graders also visited Springfield. We received very positive reports regarding their behavior. We also had the Fire Department out to conduct a fire drill with us during Fire Prevention Week.
- On the 4th we had nineteen seventh and eighth graders who participated in the Providence Catholic Academic Bowl. We have also had several students who are now involved with the VFW Patriots Writing Contest.
- On Friday, Oct. 10th the students were off while the faculty and I were at St. George's in Tinley Park for a Religion In-Service. The keynote speakers were Bishop Gustavo and our new superintendent Sr. Mary Paul. The teachers were very impressed with Sister. Monday Oct. 13th was a holiday for Columbus Day.
- On the 14th Mrs. Reilley, Mr. Smith, and Mr. Brady joined me at the Mothers' Club Meeting as we demonstrated interactive white boards and showed some of the ways they could be used to enhance teaching.
- The District helped us conduct a Bus Evacuation drill for our students. Sr. Maggie from the Archdiocese's Inclusion Center visited, and several of our staff members were trained to be Eucharistic Ministers during school masses. The entire staff also learned how the parish will now be going to Communion. This is also being done during school masses.
- On Oct 16th Officer Bode from the Lemont Police Department did a "Halloween Safety" Presentation for students in grades K-5. On that same afternoon I attended my monthly council meeting.
- On the 17th the students were able to wear red/pink to show their support of the fight against breast cancer. They were also able to put the names of loved ones who have dealt with the disease on pink ribbons we are displaying in the hallway.
- On Saturday, Oct. 18th our 8th graders took part in their Confirmation Retreat, and our Second Graders began their Reconciliation Preparation with their special mass.
- On the 20th-22nd tryouts were held for this year's Talent Show.
- I met with Chester and Mrs. Reilley to go over the plans for technology in the future. Among the issues are: making sure we are able to support all of our needs over the next few years, how we will replace the older computers as they begin to break down, Smart Boards, and the use of textbooks online. Right now the math series Mrs. West explained to you last month currently allows us to access the books online, along with our Science series.
- The High School Fair took place on the 23rd. Parents were welcome to join us in the gym to listen to representatives from area Catholic High Schools.
- The Technology Committee met on that same day and discussed the issues we brought up in our earlier meeting. Also, Mr. Smith and Mrs. Reilley have started a small "Tech Club" in the school.
- The quarter officially ended on the 24th. Students will receive their first quarter report cards on the 6th to be followed by Parent-Teacher Conferences on the 7th. Also on the evening of the 24th we had another dance.
- Our Student Council was very active during the month. They sponsored a "pumpkin decorating contest" for all grades along with a candy guessing game, and Halloween Trivia.

- Mothers' Club generously purchased one taffy apple for all of the students as a special treat.
- Mrs. Rozhon and I have been meeting to discuss our upcoming Science Fair. While the 7th and 8th graders have already been researching and writing in class, information will be going home shortly to the parents in grades 1-6 so that everyone receives the information in the same manner. The Fair/Expo are scheduled for Jan. 14/15th.
- I have submitted our Non-Public School Recognition information along with immunization information to the Illinois State Board of Education. This is required.
- During the last week of Oct., we made the decision to not have the students attend mass since Father and I felt it was too cold in church. We decided that I would do a Communion Service in the gym with Grades 5-8 on Tuesday, and 1-4 on Wednesday.
- We celebrated Halloween on the 31st. Students were allowed to come in Black/Orange and the Kindergarten brought costumes to change into. Grades K-5 visited the Fun Fair in the gym. Grades 6-8 went to the Hollywood Theatre. The day went very well. Students had a regular academic morning.
- On Saturday, Nov. 1st we invited last year's graduates back to receive their Yearbooks. The entire class (except for 5) attended the 5:30 Mass, did the readings, brought up the gifts, and then went down to Sivore Hall for pizza, and the chance to visit with their friends. My thanks to Mrs. Reilley, Mrs. Szostak, Mrs. Wienand, and Mrs. Langellier, and Father for being a part of the evening.
- During the month of November we will begin to utilize a "brown envelope system" for important information going home to families. A group of parents have volunteered to come to school on Thursday mornings and put all necessary papers into an envelope for the "Youngest/Only" member of each family. These will then just have to be passed out by the teachers. Parents will sign, date, and return the empty envelope to school the next day. All organizations will have to make sure any materials they would like to see go home are in the office by Thursday morning.

UPCOMING EVENTS:

Nov. 1: Class of 2008 Mass
 Nov. 3: School Elections
 Nov. 6: Report Cards
 Nov. 7: Mothers' Club Fall Fundraiser
 Nov. 10: Half-Day/Parent-Teacher Conferences
 Nov. 11: Veterans Day: No School
 Nov. 13: New Kindergarten Families Open House: 8:30-10:00 AM
 Nov. 15: Athletes Mass
 Nov. 17-20: Student Council Thanksgiving Food Drive
 Nov. 18: Mothers' Club
 Nov. 20: Talent Show
 Nov. 21: All School Thanksgiving Feast
 Nov. 25: Thanksgiving Prayer Service
 Nov. 26-28: No School