

**SS. Cyril and Methodius
School Board Meeting Minutes
Tuesday, April 7, 2009**

1. **Call to Order:** Meeting called to order at 7:10 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,
Scott Fries, Bob Libby, Mike Pender and Michelle Sullivan
 - School Board members absent:
Lupe Czerwinski and Beth Rendak
4. **Acknowledgement of Guests:** Maureen Moran and Melissa Ulatowski
5. **Visitor Comments:** Ms. Moran has concerns regarding the number of students in the Kindergarten Classes. Ms. Moran referenced the letter to incoming kindergarten parents that was sent and received over Spring Break. This letter provided the projected number of students that will be entering the Kindergarten classes next year. Her concern is: since the size of each class that was provided in the letter is higher than the class size provided to parents at registration, will the needs of the students be properly met? Also, are the classrooms themselves large enough for an emergency egress? Ms. Ulatowski had the same concerns. Answers and explanations will be provided to Ms. Moran and Ms. Ulatowski by Mr. Libby and Ms. Tkachuk.
6. **Approval of Minutes:**
 - Motion made by Mike Pender to approve, Chris Bigelow seconded the motion, and minutes were approved. The Principal's Report for April was provided.
7. **Amendments to Agenda:**
 - None.
8. **Reports of Officers:**
 - a. **President:** Bob Libby, no report.
 - b. **Treasurer:** Beth Rendak, no report.
 - c. **Secretary:** Ed Andruszkiewicz, no report.
 - d. **Vice-President:** Mike Pender, no report.
 - e. **Principal's Report:** Report submitted by Shirley Tkachuk. Report has been attached. The tri parish three year old preschool did not receive enough interest to proceed.
 - **Pastor Report:** Father Larry noted that this week is Holy Week and he hopes to see everyone in Church. There will be a commission meeting on May 6, 2009. June 1, 2009 will be the annual calendar meeting. The annual Golf Outing for Tuition Assistance is coming up; there will be a flyer in the bulletin. Father was informed that the endowment money for SS. Cyril & Methodius is only to be used for education. Therefore, all money will be allocated to the SSCM Parish School Endowment Fund.

9. **Committee Reports:**
 - a. **Finance:** Beth Rendak reported that the School Finance Committee meet on Monday, March 9, 2009 and proposed next year's budget. A letter to parents will be sent out by Bob Libby.
 - b. **Development:** Chris Bigelow reported that some programs are for 5 years. He will begin to assemble information for submission for these grants.
 - c. **Technology:** Lupe Czerwinski, no report. With regards to the 3 year old pre-school pilot program being cancelled, there was discussion that if the school were to use only laptops in classrooms we could eliminate the computer room and re-instate pre-school classes in those classrooms.
 - d. **Public Relations:** Michelle Sullivan reported that the school will receive free advertising for the Alumni event.
 - e. **Legislative Action:** Ed Andruszkiewicz reported that the Catholic School Education Legislative Day went well. A large number of people were in Springfield that day in support of Catholic Schools.
 - f. **Endowment Committee:** Darren Benson and Chris Bigelow discussed ways to increase and build the endowment fund. One possible way would be to use TeacherEase. People should be made aware of the new program so that corporations and people planning their estates may wish to donate to the endowment.
10. **Old Business:**
 - a. **School Board By-Laws review** –Ed Andruszkiewicz proposed revisions to the SSCM Constitution and By-Laws. Mike Pender, seconded the proposal. At the May board meetings revisions will be debated and a vote will be held during the June School Board Meeting to accept revisions per direction of the SSCM By-Laws.
11. **New Business:**
 - a. **School Board Elections:** Mike Pender reported that a notice was placed in the bulletin soliciting candidates for the upcoming School Board Election.
 - b. **School Security Policy-** Shirley Tkachuk discussed protocols as to who and how people are admitted into the school during which students are present. She also reminded all present that teachers and staff have had training and simulations as to how to act in an emergency situation involving an unauthorized, dangerous person within the school building during which students are present. The Lemont Police Department has been involved with the training. In addition, the Police Department has available to them vital emergency information and contact information for all teachers, staff and students as may be needed. This information is updated at the onset of each school year.
12. **Executive Session Agenda:** Motion to adjourn to executive session was made by Scott Fries, seconded by Chris Bigelow. Meeting adjourned to executive session at 8:43 PM.
13. **Reconvene and Adjournment:** The board reconvened at 9:40 PM. A Motion was made by Chris Bigelow to approve the Letter to Parents regarding the School's Tuition for next year. The motion was seconded by Chris Bigelow. The Motion was approved and the Meeting adjourned at 9:42 PM.

PRINCIPAL'S REPORT
SS. CYRIL AND METHODIUS SCHOOL BOARD
APRIL 7, 2009

We can take a few moments to look over last month's budget.

The month of March was short due to our time off for Spring Break. But we did have a great deal of things happen.

Our students took the TerraNova, Third Edition Tests from Tuesday the 3rd through Monday the 9th. We worked on make-ups until Thursday, the 12th because of the large number of students we had absent during the first week of March due to the flu. Our materials were picked up the following week and we anticipate results during the month of May.

As I stated last month, we did have Open Registration for the Tri-Parish 3 year old program on March 3rd. We made follow-up phone calls to all of the people who had expressed an interest previously, we had no new students come forward, and we lost one person from St. Al's who had previously registered. Renee and I made the decision to cancel the program. We cannot move forward financially without a firm commitment, and we want to allow parents the chance to find another program to enroll their child in. The people who registered will be contacted personally, and we will run an announcement in all three parish bulletins.

We did have a Technology Meeting during the month. I have also been meeting with Chester to determine our budget for the 2009-2010 school year. It is interesting and I am happy to note that last year at this time we sat down to plan long range goals (2-4 years). At this time we have accomplished all but 2 of these goals. (36 more laptops for the lower level of the school, along with developing a plan to replace the older machines as needed). These are now just being discussed due to current economic conditions.

During March we did prepare for the possibility of severe springtime storms by practicing tornado drill procedures. We have made some changes and teachers have received copies of these changes in writing.

On Sunday, the 8th we had our second prep mass for the students in second grade who will be receiving their First Holy Communion on April 25th.

Our financial people met on the 9th and the 23rd to work on next year's budget. Chris and I met to go over possible grants. He is now going to be in contact (via email) with Mr. Smith and Mrs. Reilley as to the things they may need for our school newspaper. Michelle has worked with getting info as to things happening in our school

to the newspapers.

On March the 10th several of our 7th graders attended a day long Leadership Retreat at St. Laurence High School.

On the 11th Mr. Grill did a CPR/Defibrillator course for our staff. It was also attended by others from the parish.

On March the 13th we had a staff development day/optional second parent-teacher conference. The teachers gathered in the morning for a Lenten Reflection led by Doreen Dabney from St. Al's. They held Parent-Teacher Conferences, held unit meetings, worked on ordering books and supplies for next year, and met with me.

On that same day several of our students competed in the Regional Science Fair at the University of St. Francis in Joliet. ALL of our students who competed received either GOLD or a SILVER medal. The following students will represent our school as they move on to the State Science Fair in May: Megan Gardner, Clare O'Donnell, Paul Rachwalski, Sam Abboud, and Ryan Jones.

On March the 20th Officer Denise Bode did the second session for our students on Bullying. The 3rd quarter also ended on that day. Report Cards will go home on the 9th of April.

Our 8th graders received the Sacrament of Confirmation from Bishop Frank Kane on Saturday, the 21st. Both celebrations were beautiful and I congratulate the teachers, parents, students, and Mrs. Nickleski for their hard work.

In preparation for the celebration of Easter, all of our students in Grades 3-8 had the chance to receive the Sacrament of Reconciliation and our 4th graders prepared and presented the Living Stations of the Cross for us on the 16th. We also attended Teacher and Teacher/Student led Stations during Lent. This morning we joined together for an All School Liturgy. On Thursday we will have Morning Prayers for Holy Thursday at 8:00 AM.

During the third quarter the teachers in grades 5 and 6 have covered the Family Life books with their classes. The Archdiocese has said we cannot have Health World come out for parents/students as they did last year. We will have representatives from the Archdiocese talk to the students in place of this program.

For St. Patrick's Day our Student Council again sponsored a hidden shamrock contest in each room (winners received a box of Lucky Charm cereal).

On March the 24th the Kindergarten kicked off a new baseball season with "Opening Day" festivities. On that same day I had Boris and Stephan Nitchoff join me as "Principals for the Day".

On March 25th I attended a meeting at the District regarding transportation and other issues for next year. Our day will be 7:45-2:15 PM. The District will be sending home a letter to parents. The plan is for our students to not go into Old Quarry but rather remain on their original bus/move to a bus with SSCM students already in place. They also said they plan to “over staff” at the beginning of the year to help things move smoothly. The first day of school will be August 19th. They are still hoping to be able to accommodate Homer Glen families, but they have not told me anything definite. We did discuss the idea of Champions beginning at 7:00 AM. This is not a long enough time period for someone to work, so from their standpoint it would not be doable. We also discussed money we still have coming from Government Title Funds.

During the month I did submit my order for Textbooks which will be paid by the State of Illinois Textbook Loan Program. They will be providing new Algebra Books for Grade 8, and part of the books needed for Grade 7. The remainder of the 7th grade books we will need to purchase.

Teachers are also in the process of planning what they would like their students to do as part of the Summer Reading program.

During April several staff members will begin a third graduate class. We have also been asked by Pearson/Skylight to help develop a new class for teachers. Any member of our staff who would like to be a part of the project will need to agree to be videotaped. I have sent all of the materials pertaining to this project to get approval from downtown before we would begin.

The teachers will be receiving their contracts for next year (per Archdiocesan guidelines they must be presented by the 14th of April). I have again included some extra requirements. I did mention last month that Mrs. Fleming has announced her retirement. Mrs. Eggebrecht will also be retiring at the end of the year. I have started the interview process. Two interviews are involved, and I have asked staff members to be a part of the “team”. The Archdiocese has asked we give first choice of any openings we may have to teachers who will lose their jobs this year as a result of a decline in school enrollment.

APRIL EVENTS:

- April 6: Grade 6 Retreat
- April 7: Mothers' Club Pre-Meeting (Board)
- April 9: Morning Prayer at 8:00 AM
- April 10: Good Friday/No School
- April 13: Easter Monday/No School
- April 14: Mothers' Club
- April 15: Smart Board Presentation
- April 16: Senior Citizen Day
- April 17: Grade 2 Communion Retreat/Chess Tournament/Junior High Dance
- April 19: Family Skate
- April 20: Book Fair begins
- April 22: Earth Day
- April 24: Grade 8 Notre Dame Trip
- April 25: First Communion
- April 28: Channel 2 Weatherman visit
- May 1: May Crowning at the 8:00 AM Mass
- May 2: Mothers' Club at the 5:00 PM Mass