

**SS. Cyril and Methodius
School Board Meeting Minutes
Tuesday, May 5, 2009**

1. **Call to Order:** Meeting called to order at 7:10 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 and Beth Rendak
 - School Board members absent:
Bob Libby and Michelle Sullivan
4. **Acknowledgement of Guests:**
 - Patti Senese, Yolanda Sullivan, Patti Powell, Carol Klein, Lorrie Cummings,
Terri A. Langellier, Gina Loris, Kurt Korte, Jody Land
5. **Visitor Comments:**
 - a. Yolanda Sullivan represented a group of concerned parents who wished to express their support of the current administration and its principal, Mrs. Shirley Tkachuk.
 - b. Kurt Korte, a former Member and Officer of this Board, wished to express his support of the Principal and the Administration. He offered experience that the Principal is very responsive to many inquires presented to her in their proper form. He also wished to inform the Board that these Board Meetings are not intended to be Public Forums at which displeasure of the principal, teachers or other staff are to be discussed.
 - c. Jodi Land wished to express that she is “very supportive of the Principal and the Administration.” She also added that SSCM is “very lucky” to have Mrs. Tkachuk as the Principal of the School.
6. **Approval of Minutes:**
 - Motion made by Darren Benson 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:** Mike Pender, no report.
 - b. **Treasurer:** Beth Rendak stated that the School Board checkbook has not yet been incorporated into the School’s account.
 - c. **Secretary:** Ed Andruszkiewicz, no report.
 - d. **Vice-President:** Mike Pender, on May 6, 2009 there will be a Parish Council Commission Meeting at which Mike intends to present an election update. Lupe Czerwinski will attend.
 - e. **Principal’s Report:** Report submitted by Shirley Tkachuk. The last day of school will be June 3, 2009. School Registration will be Aug.4, 2009 from 6-9 PM and Aug. 5, 2009 from 9 AM to Noon. The Principal’s Report has been attached.

- f. **Pastor Report:** Father Larry noted that the 1st Holy Communion went great. He is very grateful for all the people who worked hard to have a very special Sacrament. The SSCM golf outing is coming up; proceeds will benefit the tuition assistance program. Father partook in the tweaking of the Parish Budget where information was added. Father went to the last dance of the year as well as the chess tournament.
9. **Committee Reports:**
 - a. **Finance:** Denise Duda was at the meeting to explain the budget sheets. The Archdiocese format and the School Board format were explained and reconciled.
 - b. **Development:** Chris Bigelow reported that, with Shirley, Mr. Smith, and Mrs. Reilly's assistance, he submitted the paperwork with the McCormack Foundation. This would be a grant for technology and the school newspaper.
 - c. **Technology:** Lupe Czerwinski reiterated what the Principal had said earlier about increasing the number of laptops in the school as well as increasing their performance throughout the school. This would lead to eliminating desktop computers and returning the availability of the classrooms for increased capacity such as re-instituting pre-school classes.
 - d. **Public Relations:** no report was submitted.
 - e. **Legislative Action:** Ed Andruszkiewicz reported that there is no action required legislatively at this time.
 - f. **Endowment Committee:** Darren Benson and Chris Bigelow reported that Chris will begin building a data base containing records of contacts, Corporate donators, Alumni, etc. He will also begin drafting letters to mail out to build the fund. Darren will focus on increasing revenue through marketing events with proceeds going to the fund. They are looking for volunteers to help on their committee.
10. **Old Business:**
 - **School Board By-Laws review:** Father Larry reported a typo. This will be corrected before the final approval at the June Meeting. No further discussion of revisions was presented.
11. **New Business:**
 - a. **School Board Elections:** Mike Pender reported that five candidates submitted letters of intent for the upcoming School Board Election; Anne (Splitt) Cannon, Maria Marusarz, Maureen Moran, Melissa Ulatowski, Randy Zezulka. The Candidates will be required to adhere to 100-word limit for their biography that will be published in the bulletin. The secretary will provide the Ballots with three available spaces for write-in-candidates. Votes will be tabulated after the 5 PM Sunday Mass on May 17, 2009.
 - b. **Teacher Appreciation Mass & Luncheon:** Beth Rendak announced that the Teacher Appreciation Mass and Luncheon will be on June 1, 2009 at 8 Am and 11:30 AM respectively. After the Mass certificates will be awarded to those teachers who have reached milestones in their tenure at SSCM. Flowers will be presented to those teachers that will not be returning to SSCM next year. The luncheon will be catered. Beth is looking for volunteers to set-up food, fill-out the certificates, and purchase pop and various other party needs. Darren Benson offered to be at the Mass.

- c. **Manna:** Darren Benson expressed the need to better inform parents of the Manna program, possibly expanding its distribution. Some brainstorming was done on this issue. Darren will consult with Helen and form a small committee to: better understand how the program works and to look at better ways to market the Manna program.
 - d. **School Security:** Shirley Tkachuk informed the Board that a second bid came in for security cameras, and the school will be installing up to 10 security cameras. The cameras will be monitored in the office in addition to being recorded.
 - e. **Graduation 2010:** In lieu of the last Sunday in May being Memorial Day Weekend, 2010 Graduation will take place on June 6, 2010.
12. **Executive Session Agenda:**
- Motion to adjourn to executive session was made by Ed Andruszkiewicz, seconded by Mike Pender. Meeting adjourned to executive session at 8:11 PM and reconvened at 8:30 PM.
13. **Adjournment:**
- Motion to adjourn was made by Beth Rendak, seconded by Lupe Czerwinski. Meeting adjourned at 9:03 PM.

PRINCIPAL'S REPORT
SS. CYRI AND METHIDIUS SCHOOL BOARD
MAY 5, 2009

We can take a few moments to review the financials for this month.

We have been working with the Archdiocese and also the Department of Public Health to make sure the school is clean, and students and parents are informed of the things they should do to try and prevent catching the H1N1 flu virus. We are following up with all students who are off due to illness. Parents are being told that their doctor must check students with flu like symptoms. We have not seen a rise in illness over the past week or so. We have not been shaking hands/holding hands during the Our Father at school liturgies. We will continue to monitor this situation closely. Any new information will be sent to parents.

The month of April began with our being off on Spring Break. We returned to school on Monday, April 6th.

On that day our 6th graders spent the day on Retreat with Fr. Terry. I also began to work with the second graders on a song for their First Communion Retreat Day which was held on the 17th.

That week found me finishing up the last few teacher evaluations and I also began the interview process to fill the vacant position within our school. Following "best practices" I asked for volunteers among the staff to help with the interviewing process. Teachers gave up some of their free periods and lunch to help. They would ask follow-ups to my questions and offer specific grade and/or subject questions. Currently I have two individuals in mind who need to go through the criminal background check/fingerprinting before any jobs can be offered.

Thursday, April 9th was Holy Thursday. The school gathered as a faith community for Morning Prayer in church. Report Cards also went home on that day.

We returned to school on Tuesday, April 14th. That night at the Mothers' Club meeting Barbara Mulry, who has been working with the teachers, talked to the moms in attendance to explain to them some of the skills and concepts she has been teaching the staff.

On the 15th Mrs. Reilley and Mr. Smith did a demonstration for the entire staff on the use of the interactive smart boards in the classrooms. These boards are getting an extensive amount of use with the lower level teachers. For next year, all of the teachers will need to demonstrate the use of these in their classrooms.

On April 16th our 8th graders welcomed the Senior Citizens of our community for Bingo and treats in the gym. Our students did a great job and everyone seemed to enjoy themselves.

On the 17th we had the First Communion Retreat, which included videos, sharing time, bread baking, songs, and lunch. Students and parents shared the day. First grade parents came in to help. Congratulations to Miss Paukovitz and Mrs. Ptacek who put a lot of work into the day. We plan to continue this next year.

That same day we also had a Chess Tournament in Sivore Hall and the last Junior High Dance of the year. More than 60 students attended the Tournament from several different schools. We did very well and even though Chess is finished for this year, we do plan to continue it next year.

The last dance also went well. Mrs. Szostak did give me a spread sheet which contains all of the financials for the three dances of this year.

On Monday, April 20th our School Book Fair began. It was held in the library and organized by Mrs. Bailey. For the first time we worked with Anderson's Book Store. We felt it was important to work with a group located close to us. We focused on books and we did not have any of the smaller "toy" items which our previous Fairs had. 7th grade moms helped out, and the proceeds help to pay for the Awards Banquet.

Also on the 20th and 21st several of our teachers were videotaped in action for RTI (response to intervention). This initiative focuses on ways to differentiate instruction in the classroom to help different learning styles. The finished product will be part of a teacher training class.

On the 22nd we gathered as a school faith community and celebrated "Earth Day". Several students were also picked to plant trees within the area.

On Friday, the 24th our 8th graders traveled to Notre Dame. The next day was First Communion for our 2nd graders. Congratulations to Miss Paukovitz, Mrs. Ptacek, and Trish Nickleski for their hard work. Even though we had some rain, it was still a beautiful day.

On Tuesday, the 28th we were visited by Channel 2 weatherman Ed Curran. He spoke to the students in grades 1-5. He showed a video, used a special machine to create a "tornado" for them to see, shared "green" tips, and rode his Segway to promote conservation. We gave him a St. Cyril shirt and cards. He showed his visit on the morning news Thursday, the 30th.

On the 30th I met with a representative from the company we will be getting our new 6th-8th grade math books from. The grade 8 Algebra books will all be paid for by the

state, as will some of the grade 7 pre-algebra books. The new grade 6 books will be a transition books for the students before making the move into pre-algebra. He is supplying most of the supplemental materials for free. Students will be able to access all of the books from the internet at home.

On the same day we had a Technology meeting. We presented our plans for the summer and for the upcoming school year.

Our calendar for the 2009-2010 school year is ready to go downtown.

I have also just received our TerraNova, 3rd edition test results. This week Thursday I will go to the post-test workshop for principals. I did find out at my last council meeting that the hoped for system-wide method for reporting scores will not be ready until next year. Individual reports will go home, and I will have a full report at our next School Board Meeting.

Also, during the month of May I have arranged for our entire faculty to participate in two after school training sessions to identify signs of bullying within the classroom. This will be paid for with Title grant money we receive from the state.

I also sent home a note (and posted on the web) that we will not have to make up one of the days we closed due to the cold weather. Father is giving us a day off in honor of the Parish's 125th anniversary. School will end on June 3rd. Teachers will be in on the 4th and 5th to go over what did and didn't work during the year, and get things in place for when we begin again in the fall.

I will also be looking for School Board members who will be available to help with Registration Days. These will be held on Tuesday evening August 4th from 6-9 PM, and on Wednesday August 5th from 9-Noon.

MAY EVENTS:

- May 1st All School Mass and May Crowning/Art Fair in the Gym
- May 2nd SS. Cyril and Methodius School Mothers' Club Mass
- May 5th Grade 8 Ribbon Mass and Breakfast
- May 6th Grades 4, 5, 6 Sports Recognition
- May 8th Walk a Thon/I was invited by Father as a member of his staff to attend a special 25th anniversary mass which will be held at Mundelein Seminary.
- May 12th Grades 7 and 8 Sports Banquet/Operation Care Package Begins/Mothers' Club Board Pre-Meeting
- May 13th All School Volunteer Mass and Brunch
- May 14th Grade 8 Retreat/Uniform Measurement Day/School Play
- May 15th Last day for Out of Uniform Passes to be used/School Play
- May 18th Spring Concert for grades 3 and 4
- May 20th Spring Concert for Grade 1/7th and 8th Grade Awards Banquet
- May 22nd Student Council Elections
- May 25th Memorial Day/No School
- May 26th School Picnic/Band Concert
- May 27th Dare Graduation
- May 29th Kindergarten Graduation
- May 31st Grade 8 Graduation