**BUCPS Meeting**

**Monday, September 18, 2017**

**Jean Vanier School Library**

**Meeting Minutes**

**In Attendance**

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| Shelley BorowskiClayton StarkoChristine KopeJordan GulayetsJennifer Lychak | Andrea NykipiloLesia PohoreskiTara MalkoLindsay BaughLisa Melnychuk | Luba EshenkoPeter RachmistrukCrystal WujcikTammy GordonLascia Bridges |

**Proceedings**

* Clayton Starko opened the meeting at 7:30pm following the AGM that was held at 7:00pm.
* Minutes from the previous meeting, held June 12, 2017, were circulated via email prior to our current meeting and hard copies were made available tonight.
	+ **Motion:** Tammy Gordon moved the meeting minutes be adopted as presented. Seconded by Shelley Borowski. All in favour. Motion carried.

**Old Business**

* 4/8/11 - This was a great event - thank you to the organizing committee. Feedback received was that the event was quite long and some technical challenges occurred this year. We will need to come up with a strategy to ensure things run smoother next year. There were suggestions to consider other catering options for next year, as well as changing the format of the event to help streamline and cut down the length of it. BUCPS to provide recommendations to upcoming organizing committee which will start up in the New Year.

Lesia also brought up for discussion the idea to change the event to a 4/8/12 event. Our sister school, Austin O’Brien, has moved to this. Last year Ukrainian was offered as a 20/30 split. She provided the feedback that it is important to start recognizing how important it is for students to finish the 30 level course. Students go 11 years through the Ukrainian program and then once they apply to university, these language courses are not being recognized because the student did not complete the 30 level course. Changing the format of the event would be a matter of laying out expectations, as well as getting the high school parents involved. Clayton tabled this discussion for next time.

* Stationary – Jordan and Clayton are still in discussions with Keen Creative with regards to revamping BUCPS stationary, website, banners, social media, etc. Keen has been in the process of moving locations. Clayton will have an updated quote with all the costs and information ready for the next meeting. Jordan indicated that some of the costs could come out of the casino account as well as we could apply to UBLA.
* SUBA Request - Shelley advised that with regards to the BUCPS request for a donation from SUBA, she has to double check whether she sent out the email. She will report back next meeting.
* ADmazing Fundraiser – Shannon Lozowy is heading the fundraiser this year. Books went out to Jean Vanier students and payment/order forms are due back September 22nd. It was brought up whether this fundraiser will be going out to the other schools.
* Fall Zabava – We have a 3 year contract with Ardrossan Recreation Complex and we are in Year 2 of 3. The DJ has been confirmed as well as the caterer. Caterer prices are staying the same as last year with the same menu. Adam Koziak is assisting BUCPS with providing the alcohol and liquor license. Insurance was purchased directly from AGLC. We still require silent auction items. Silent auction format is being reviewed. With regards to cups for children, it was brought up that if we had some volunteers to help with labelling, it would alleviate the large amount of waste that has occurred with regards to cups in the past. Clayton advised we are still looking for volunteers to cover bartending shifts and to help make table numbers. Lesia suggested that we come up with a list of volunteer duties we still require help with and circulate out to BUCPS parents by email. Clayton to come up with volunteer list and Jennifer to send out. Clayton also advised that he had not yet received many ticket order forms back. It was brought up whether the ticket order form was sent out in paper form. It was confirmed they had not, just by email from Tammy Gordon. It was suggested that we get the paper forms out to students as some parents did not receive the email, hence the reason for a poor response so far. Jennifer to follow up with JV Admin to get this done. Andrea also suggested that in the future, it would be helpful if we could email out a list (or have it posted somewhere) of upcoming BUCPS fundraisers so that families are aware and plan accordingly (example: Kubassa fundraiser, buying from the fundraiser vs. going out and getting kubassa on your own because you need some). Clayton and Jordan indicated that they will be having a meeting with PAC to better coordinate fundraising efforts. PAC uses an online calendar to keep parents aware of upcoming events. Could be something that BUCPS could piggyback onto for the current school year.

**Administration Reports**

* Jean Vanier – Pani Baugh reported on behalf of Jean Vanier staff. There are 108 students in the Ukrainian program – Kindergarten (20), Grade 1 (19), Grade 2 (18), Grade 3 (26), and Grade 3/4 (25). 2 new families joined the program and school this year. Thanks to BUCPS for covering the transportation costs to the Opening Liturgy at St. Basil’s on Wednesday. 3 teachers are registered to go to a National Conference in Saskatoon in October and are requesting some financial assistance. Costs would be for shared accommodations as the conference had no fees. Conference is to discuss a common framework for assessments across provinces (BC, AB, SK and MB) for Ukrainian bilingual programs. Teachers to submit new “Request for Funds” Form and request will be reviewed by BUCPS Executive for approval.
* St Theresa – Luba Eshenko, Lesia Pohoreski and Peter Rachmistruk reported on behalf of St. Theresa staff. Staff and admin wanted to thank outgoing Executive for all of their hard work and wanted to welcome the new Executive. The Ukrainian program has 80 students in it this year: Grade 5 (29), Grade 6 (18), Grade 7 (21), and Grade 8 (12). There was an influx of students because of the large Grade 4 class moving up from Jean Vanier. They are looking forward to keeping the program strong and thanked BUCPS for being advocates. They also wanted to highlight for parents that there are lots of benefits for students by being in the Ukrainian program that are hard to replace besides just the language and cultural component. They celebrated Canadian/Ukrainian Day on September 7th. This will be an annual event to celebrate our heritage. Classes are prepping for Opening Liturgy – thanks to BUCPS for paying for the transportation. Bandura Lessons are starting in October. Communication will come out next week, but will be similar to last year for costs. Question was asked as to why the Ukrainian and English music classes in Grade 5 were combined this year – Lesia and Peter communicated that it was a matter of figuring out timetables which had taken many hours this year to try and accommodate both students and staff. Lesia confirmed that there would be some separation of the Ukrainian and English classes from time to time.
* Archbishop Jordan – Vlodko Boychuk was unable to attend but submitted the following report by email on behalf of ABJ:

“First of all, I would like to thank the outgoing BUCPS Executive for a very productive year and for your dedication to Ukrainian Bilingual education at EICS. A special "Diakuyu! - Thank you!" goes to Shelley Borowski, who has been BUCPS President for many years - it's been a pleasure cooperating with you and we will miss you dearly. At the same time, we would like to wish the newly elected President and the new BUCPS Executive a very productive and eventful year! We are happy to report that this year ABJ is offering Ukrainian LA 9-10 classes in Semester 1 (24 students in total) and then Ukr 20 class (12 students) in semester 2. Also, in 2nd semester we will offer Ukrainian Creative Arts 9 and Ukr Religion 9 (15 students in each class). So far, we are off to a great start! On Wed., Sept 20, 2017 our ABJ students will be participating in the Opening Ukrainian Bilingual Liturgy at St. Basil Ukr Catholic Church. Thank you BUCPS for paying for transportation expenses. As we are getting ready for our ABJ Academic Awards Night, I wanted to ask BUCPS permission to issue 3 awards x $50 (total of $150) for our Grade 12 Ukr students (UKR 30 course). If you recall, this was the first time that we had students taking UKR 30 level course and I would suggest BUCPS should recognize their efforts. Last year in Ukr 30 class 2 students tied for Academic Excellence Awards (92% or higher), while there were no winners of this award in Ukr 10 and Ukr 20 classes. Also, 1 student in UKR 30 class should receive a Molodets Award. Please let me and Mrs. Thomson know if BUCPS is able to accommodate this funding request.”

* + **Motion:** Shelley moved that BUCPS support the request for 3 additional awards ($50 each for a total of $150) be added to BUCPS portfolio. Seconded by Crystal Wujcik. All in favour. Motion carried.

**Treasurer’s Report**

* Jordan reported that there is $37,292.50 in our General Account which includes a cheque from UBLA and $16 500.44 in our Casino Account. Jordan circulated paper copies of the budget for review. There was $1500 in revenue indicated for the 4/8/11 celebration but we were actually at a loss on the prints and caterer. There was a categorizing issue with Quicken and $1500 from the Zabava went into the Kubassa Fundraising line. We did really well with our Poinsettia fundraiser and made over $3000. Under Expenses, Jordan indicated he bumped up the Tech Resources budget in case we decide to purchase Smart Boards through UBLA. Pan Rachmistruk brought up that St. T’s purchased Dell interactive TV’s that are Chrome compatible. They can use them among the teachers, they are on rolling carts and can be moved from classroom to classroom which gives greater flexibility. Lesia also indicated that the budget line that includes Pysanka supplies will need to be increased due to having to purchase more dye and other supplies this year. Jordan requested that each school provide BUCPS with their budgeting plan for the year by the first week of October.
	+ **Motion:** Jordan moved that the budget be accepted as a proposed budget until he receives the budgeting plan from each school. Finalized budget to be presented at the next meeting. Seconded by Christine Kope. All in favour. Motion carried.

**Committees**

* Advertising/Communications/Website – This was discussed in Old Business under Stationary and will be decided on when an updated quote is presented by Keen.
* Sadochok – Crystal Wujcik reported. They wanted to thank outgoing Sadochok Executive of Kelly Rusnak and Amanda Ferdycz, along with Katie Nestorowich for all of their hard work with Sadochok over the years. This summer they changed signing authority at the bank from Amanda and Kelly to Deanna Borowski and Crystal. They had hired a new teacher (Brittany Mulligan) in June, who resigned in early August due to an opportunity she could not pass up. Thank you to BUCPS for assisting with job advertisement costs. It was a long August and they did 3 rounds of interviews in total. Another thank you to Clint Moroziuk at EICS, who helped get them in touch with communications at EICS, to advertise their Preschool Teacher position. This really helped them have qualified candidates apply. They hired Brittany Ward in late August for the 2017-2018 school year and currently have 11 kids enrolled. Crystal and other Sadochok Executive have been working closely with the new teacher for a smooth start-up of the program. They did an Apple fundraiser with Davison Orchard. Crystal indicated that PAC and BUCPS do not send their fundraisers home with Sadochok students, they do their own. As PAC and BUCPS are making efforts to coordinate (so as not to overlap), we may want to consider Sadochok in that discussion as well. Sadochok applied to host a 50/50 at the BUCPS Zabava, under Clayton's direction and advice. This is being finalized but it appears they have it secured. Deanna Borowski has been leading the paperwork and organization of this for them. Sadochok passed their fire code inspection.

Crystal brought up some new business for discussion.

* Sadochok requires a website to boost enrolment, be competitive, grow, and for the longevity of their program. As BUCPS is looking to use Keen, they would like to see how Sadochok can factor in to that & also develop a website. The current link on the BUCPS website is only to their registration form. It is very difficult to find out solid information about who they are and what they do. They currently do have a Facebook page. Crystal is looking for guidance on how to proceed.
* Crystal also brought up how Sadochok is the feeder group to the Ukrainian bilingual program in Sherwood Park. With that, they are also privately run by volunteers, under BUCPS. They rent space from EICS but are not a part of EICS. Many school districts are adding pre-K programs to their school districts. This is something we should think about for the long term growth and sustainability of our program.
* Crystal had emailed Mr. Marshall and is awaiting a response in regards to use of the gym on Tuesday and/or Thursday mornings if it is open (not in use by kindergarten) along with to ask the cost to have the Sadochok classroom cleaned once a week by the school custodian (as it is currently being spot cleaned or vacuumed by a parent) which will not work moving forward. The logistics of hiring a private cleaner would be complicated but may be necessary.
* Pointed out that the Sadochok Handbook states that non-parent volunteers must have a criminal record check in place and that our records must be in place for the Director to view for up to two years. They will be reinforcing this policy. Shelley asked who would be responsible cost wise and Crystal indicated that it is up to the individual parent. Shelley shared that a letter of support from Sadochok would decrease the cost of the criminal record check. Sadochok to make a letter.
* Will be ordering work books for the kids - Writing With Out Tears, as they have successfully used them in the past.
* There will be a meeting with the Sadochok Executive in the near future to confirm their budget moving forward and their plans for the school year.
* Fundraising – This was discussed in Old Business under ADMazing Fundraiser and Fall Zabava.

**New Business**

* St. Mykolai – Andrea Nykipilo reported. Planning needs to start now and she has concerns over how the event went over at Jean Vanier last year. Potentially we could approach it differently this year in order to be more inclusive with the English program children but not let it get out of hand. She suggested meeting with PAC to come up with ideas on how to do this. Last year there was an assembly for the entire school. As the English classes left the gym, they were given an orange and a candy cane. St. Mykolai then went and visited the Ukrainian classrooms where he gave out goodie bags to students. If we moved to St. Mykolai visiting every classroom, it would take the entire day. Andrea advised that it was very difficult to find a volunteer to be St. Mykolai as it was for the one day, let alone if we decide to spread it over 2 days. Clayton and Jordan indicated that they have already had a good discussion with Danielle from PAC and they will figure out St. Mykolai with her. Andrea indicated that she needs direction on how to proceed in the next couple weeks so that planning can begin. Other ideas for the goodie bags were discussed – Ukrainian ornaments are $2 each – do we need to include for every Grade or only elementary? Will decide moving forward.
* Signing Authority – Jordan indicated that he is following up with Ryan. He recently found out that he cannot be signing his own cheques.
* Ukrainian 30 Awards Request – Was discussed under Archbishop Jordan’s Administration report.
* Funds Request Form – All financial support requests will need to be initiated through the Funds Request Form. Clayton to email all the Ukrainian staff the template.
* Ukrainian Wear – Lesia brought up that perhaps we need to consider selling some Ukrainian wear (T-Shirts, etc.), potentially through an online system. This would be helpful for schools days where students need to wear Ukrainian colors, etc. Events like the Fall Zabava could be places where the clothing could also be sold. Lesia knows of some local businesses that could assist with this. She will see if they can do it and if so, put out a call for a parent volunteer to head up this project.

Adjournment

* Clayton thanked everyone for attending.
* Next meeting date is October 23, 2017.
* Clayton adjourned the meeting at 9:07pm.
* Meeting minutes recorded by Jennifer Lychak.