**BUCPS Meeting**

**Monday, June 11, 2018**

**Jean Vanier Catholic School Library**

**Meeting Minutes**

**In Attendance**

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| Clayton Starko  Christine Kope  Jordan Gulayets  Jennifer Lychak  Gordon Marshall | Tara Malko  Peter Rachmistruk  Jen Stav  Crystal Wujcik  Carmel Schreiber | Tracy Fehler  Sherriene Brown  Ulyana McNally  Emilijana Nakonechny  Debbie Hansen |

**Proceedings**

* Clayton Starko opened the meeting at 7:05pm with a prayer.
* Minutes from the previous meeting, held May 7, 2018 were circulated via email prior to our current meeting and hard copies were made available tonight.
  + **Motion:** Jennifer Lychak moved the meeting minutes be adopted with amendments as identified by Tara Malko and Crystal Wujcik. Seconded by Debbie Hansen. All in favour. Motion carried.

**Old Business**

* KEEN Creative Marketing Initiative – Clayton spoke with Carly from KEEN and has asked that they summarize where they are at and where we need to go next. We will need to gather information from each Grade level. After that, they will post it to the mock site for approval. Will need to gather photographic content from teachers as they have the necessary information on students and FOIPP restrictions. BUCPS is looking for someone to be the liaison between KEEN, the teachers, and BUCPS. If you have interest in this position (Website Coordinator) or in assisting with the website project, please let anyone on the Executive know or email bucpssecretary@gmail.com.
* Ukrainian Bilingual Program (Grade 12, 30 Level) – Clayton has sent an email to ABJ admin to set up a meeting to discuss the program moving forward. Once he hears back, he will report on next steps. Vlodko Boychuk will also be involved in the process as well. There will be no changes next year. It was brought up that we should be communicating this to parents as soon as we have a decision so that students can plan their timetables appropriately.
* Pre-Kindergarten Program Update – Mr. Marshall reported that there are currently 14 children registered for the Ukrainian program.
* 4/8/11 Post Event Update – Tammy Gordon submitted an electronic report on behalf of the planning committee.
  + The committee feels that the celebration went well. A few minor hiccups but overall a great turnout and event. Loved the class performances/videos! Pan Boychuk sent an email requesting next year’s 4-8-12 celebration be held the 2nd Saturday in June because of the obligations the Grade 12s will have to Grad blessings/mass/ceremony. I think that this would also be the perfect time to reorganise the celebration to be a Friday evening event that could end in a potluck of squares/goodies provided by the families with BUCPS providing the tea/juice/coffee.
  + I kept track of the time it took for each element of the program. The actual celebration (not including the meal) was about 1 hour and 45 minutes(started about 11:10 and meal started at about 12:55) with the presentations to the classes being about 6-10 minutes each (depending on class size) so next year if there is a larger Grade 4 class and we have the grade 11 and 12 classes it could add another 12-15 to the length of the presentations and then, depending on if all 4 classes do a “performance/slide show, another 5 minutes for that. So I estimate a full 2 hour celebration next year.
  + I want to make sure that the following people know that their involvement is appreciated. Thank you to Claudine Perozak, Tracy Ewaskiw, Debbie Hansen, Melanie Harrison, Suvi Warawa, and Deonne Chwok for organising the celebration. Thank you to Lori Lewyta (who did it last year) for her guidance. Thank you to Pani Cokan, Pani Eshenko, Panna Rylance, Pan Boychuk, and Pani Pohoreski for organising the students. Thank you to Pan Rachmistruk, Panna Rylance, and Pani Eshenko for volunteering to unlock and lock the school for us. Thank you to Maxim Bahri and Rachel Hansen for being the MCs. Thank you to everyone who came the night before to set up tables, chairs, and decorate and to those that stayed later after the ceremony to clean up, I didn’t go around and get everyone’s names but they know who they are and I want them to know their volunteerism is much appreciated. Thank you to Professor Hornejtkevich and his bandurists. I think their performance added a beautiful touch to the event. Thank you to Amanda Ferdycz for the donation of the kolach. Thank you to the students and their families for attending so we could celebrate them as a community!
  + Expected amount to be collected from ticket sales is $2595 with only $40 still owing from one family. Tracy Ewaskiw was collecting so she should have or will be getting that to Jordan.
  + 198 people were confirmed to attend with a few not showing but a few unexpected so about 200 people attended.
  + Amount paid to Sandi Bugera was $2655
  + Receipt amounts were $32, $42, $150 approximately
  + Cost to rent gym $56.32 per hour according to rental agreement. Did BUCPS get an invoice for this? Last year’s invoice was $237.
  + $75 for Fr. Kowalchyk
  + 5 awards were given out at $50 each. Confused on the Steadman award as it wasn’t given out last year and Lori thought it went to Grade 9 but then when Luba read out the awards at the event she read out the Stedman award as the molodets for Grade 8. I would like to update and organise the 4-8-11 binder and have the awards current. Do we have a binder or something that has the correct awards with their amounts, criteria, names, and which grade they go to? I know at ABJ there are plaques for the awards, is there a Stedman plaque there?
* BUCPS Spring Food Fundraiser (Charlie’s Place) – Overall the fundraiser went well. This was Charlie’s Place first fundraiser so there were a few minor hiccups. We took in $4101 in orders and it cost us $3279, for an overall profit of $822.00.
* BUCPS Advertising Initiatives (Newspapers, EICS, KONTAKT) –
  + Newspapers: We recently have advertised in the Sherwood Park News, Fort Saskatchewan Record, as well as put out information in church bulletins throughout Sherwood Park and Edmonton with regards to the upcoming Open House.
  + Community: Posters were put up around Sherwood Park on community bulletin boards at both Sobey’s locations, Safeway on Wye Road, Strathcona County Library, Family and Community Services, and Salto Gymnastics. Posters were also put in ABJ and St. T’s.
  + EICS – BUCPS has been working with Susan from EICS with regards to Facebook advertising. This is both with regards to our program, and the upcoming Open House.
  + KONTAKT - We have an ongoing Community Announcement ad with regards to Kindergarten and program registration which comes out every week. We are still moving forward with a $1200 advertising campaign. This will involve creating a 30-second ad running for 3 months ($1000), as well as getting KONTAKT to develop an ad for us. It will take some time to develop, but then BUCPS will have something we can use in the future. This will cost an additional $200, and it usually takes 1-2 months to make it, plus some time to get CRTC approval via Toronto KONTAKT.
  + It was brought up that Fort Saskatchewan has a radio station and that we could look into advertising with them. BUCPS will look into this for future advertising opportunities.
* Ukrainian Kindergarten Current Enrollment – We still have 12 confirmed enrollments. It was brought up whether the new registrants for both English and Ukrainian kindergarten were on the email distribution list when we sent out the Open House invite last week to JV families. Jennifer to look into with Simone. There are currently 20 English AM, 12 full day English, and 12 full day Ukrainian registrations. Gordon committed that the program is running and that his budget has already been submitted.
* Ukrainian Program Administrative Representation – Barb Rafuse will be taking on this role and will be the division rep for ULECON. Barb has a Ukrainian background and has already been getting involved with the Ukrainian program initiatives.
* UK Program Photographic Content for New BUCPS Website – This was discussed under KEEN Marketing Initiative.
* Available BUCPS Positions for 2018-2019 – There are a few positions that we would like to open up on the Executive for next year to help us be even more effective and successful moving forward into next year. A few key areas are in need of some assistance – **fundraising**, **advertising/marketing and someone to be a liaison for our new website**. Volunteers for the upcoming school year would be tremendously helpful. Jen Stav and Emilijana Nakonechny volunteered to look after fundraising together.

**Administration Reports**

* Jean Vanier – Tara Malko reported on behalf of JV staff.
  + Technology Workshop for the Ukrainian teachers at St. Martin school on Thursday, May 24th, 4:30 - 6:30. Iryna, Lesia and Oksana attended this workshop. Lesia L. was one of the presenters. She did an amazing job!
  + 4-8-11 Celebration for the students at grades 4, 8, and 11 in the Ukrainian Bilingual Program was on Saturday, June 2nd. Tara congratulated Clayton a great job speaking. Thank you BUCPS for excellent organization and leadership!
  + Grade 3/4 hosted the grade 4 students from St. Martin school in Edmonton on Friday, June 8. The students were participating in different educational activities and had a chance to make new friends. Job well done grade 3/4 class!
  + BUCPS will be hosting an Open House for the Ukrainian Bilingual Program in the JV library on Thursday, June 14. Pani Sombyk, Pani Lesoway, Pani Malko and Pani Cokan will be attending the Open House. Thank you BUCPS for all your hard work!
  + Grade ¾ students are drawing pictures and writing short notes to the students in Eastern Ukraine affected by war. Natalya Nayavko, the Ukrainian Advisor from Alberta Learning, will be sending those pictures and notes to one school in a war zone in Ukraine. Thank you!
  + Misha Faryna is one of the winners in the Grades 2-3 category of the Ukrainian Culture Through the Lens of Students Photo Contest initiated by Alberta Learning. Molodets Misha!
  + On June 27th, there will be a school mass, and the Grade 4 farewell in the afternoon.
  + Tara congratulated Peter R. on his new position and wished him all the best.
  + The Opening Liturgy for the Ukrainian Bilingual program from 1 to 4 is scheduled for Wednesday, September 19. The Ukrainian Bilingual students from grades 1 to 4 will be participating in this very special liturgy.
  + Gordon Marshall provided an update that Bishop David is working on a project to digitize the program “Growing with Christ” which is used in K-8 classes. It is an initiative with the Ukrainian Catholic Eparchy, EICS, and Edmonton Catholic. Pani Cokan will be the representative from Jean Vanier and Panna Rylance will be the rep from St. T’s. The project will help get the program updated and more relevant and will be worked on over the next few years.
* St. Theresa –Peter Rachmistruk reported on behalf of St. Theresa staff.
  + Peter thanked Clayton for his leadership and to all the volunteers for 4/8/11. He noted that it is truly a nice tradition and it takes lots of hands to make the day special.
  + Staffing – Pani Eshenko is retiring and her 30 years of experience in Ukrainian Bilingual programs will be missed.
    - Grade 5 Ukrainian – Paul Olijnyk
    - Grade 6 Ukrainian – Pan Miskiw
    - Grade 7/8 Ukrainian LA, Creative Arts – Pani Pohoreski
    - Grade 7/8 Ukrainian Religion – Panna Rylance
  + Sean Gregg has been announced as the new Vice Principal at St. Theresa.
  + St. T’s had a very successful Vyshyvanka Day led by the Grade 8’s.
  + The Grade 7 Ukrainian LA students had an opportunity to go to World FM 101.9 and got to record music reviews.

Peter ended by saying that during his 20 years in the bilingual program he has enjoyed the staff and working with BUCPS. Everyone in the program has really gone above and beyond. Parents are what drives the program and he encouraged them to continue their efforts. He said that there will always be dips and valleys, but we need to continue on.

* Archbishop Jordan – Vlodko Boychuk submitted an electronic report on behalf of ABJ.
  + ABJ students and staff had a very successful Ukrainian Day at ABJ, which coincided with the world-wide Vyshyvanka Day. Many students and staff were wearing Ukrainian embroidery or Blue-and-Yellow Ukrainian colours. Thank you BUCPS for sponsoring the treats and student prizes.
  + Emily Stodola and Maxim Bahri from Gr. 11 Ukrainian class became winners of the Ukrainian Photo Contest, which was organized by Alberta Education. They will be formally recognized on Wed., June 20, 2018 at the Government House in the presence of Alberta Government dignitaries. Vlodko Boychuk will be representing ABJ School there.
  + We will have 3 students from ABJ (Corryn Zubot, Rachael Hansen and Kristine Kowalchyk) delivering verbal testimonies at the Ukrainian Program Open House on Thur., June 14, 2018. Also, Pan Boychuk has collected "Written Testimonies" from his Gr. 9 and Gr. 11 students, which will be passed on to BUCPS.
  + BUCPS will also be using some of Video Projects made by ABJ Ukrainian Students to advertise our program at the Ukrainian Program Open House on June 14, 2018.
  + ABJ Admin has confirmed that they will cover Supply Costs and contribute $1000 towards paying for the Ukrainian Mural at ABJ this Fall 2018. We need to finalize the artists and make some concrete plans for Oct.-Nov. 2018.

**Treasurer’s Report**

* Casino Account Balance - As of May 22nd, it is $8969.57.
* Current General Account Balance – Current account balance is $29,092.76.
* Jordan will need to submit his AGLC reports this month. BUCPS will need to use the Casino funds by February.
  + **Motion:** Jordan moved that his report be accepted as presented. Seconded by Jen Stav. All in favour. Motion carried.

**Committees**

* Sadochok – Crystal Wujcik reported on behalf of the Sadochok Executive.
  + Successful Mother’s and Father’s Day celebrations
  + Wrapping up this week with Bowling and Nitza’s tomorrow. Our graduation is on Thursday, June 14th.
  + Will Contact current Sadochok parents and ensure they are aware of the open house Thursday.
  + Already touched on earlier in the meeting that I inquired about new Sadochok teacher (would be nice to invite them to the open house) Will ask if Brittany can attend the open house for the program.
  + For the Classroom- after Thursday I will come in and go through the room. I have an inventory sheet of what was purchased. Most things will be left behind. Some tidying to do. Will communicate with Clayton and Gordon regarding some items that weren’t purchased and where they will go- stay, be removed or go into BUCPS’ storage.
  + Once our financial books are wrapped up, we will contact Jordan to transfer our remaining funds along with the EICS monies for the purchase of Sadochok to BuCPs and close our bank account.
  + Will ear mark approx. $400 for Sadochok memory books, from our current budget, in the event we close our account before the order is made.
  + Insurance will be cancelled at the end of June and licensing will also be notified.
  + Revisit helping to get Brittany Ward on the sub list. She is Ukrainian and strong with English and Ukrainian.
  + For next year: discuss liaison position.
  + Great year - started in the red- came up with a tax refund and were self-sustained.
  + Thankful for our parent committee - Jennifer Lychak, Stephanie Ternovatsky, Deanna Borowski, Angela Ewaskiw, and Katie Starko. We will absolve at the end of June.
  + We are here to help with the transition.

**New Business**

* Ukrainian Kindergarten Open House – Clayton provided a quick update. Thanks to Gord and Barb for their assistance so far. Open House will start at 6:30PM. Clayton to send Gord an email to confirm time to set up Thursday.
* Grade 4 Class Configuration – Gordon Marshall reported. The Grade 4’s will stay together for all non-core subjects. For the core ones (Math, Social and Science), they will split the class in half and mix with the 20 students in English Grade 4. Ukrainian and English LA will have the class split in half, so only 16 students in each of the class. There will be no French offered. There were some concerns raised about this but it was indicated that there isn’t any French offered in Grade 5 or 6 either, and kids can pick it up in Grade 7 as the curriculum overlaps. Gordon confirmed there is no money in the budget to hire another teacher for Grade 4. Currently the school has 288 students, and 115 of those are in the Ukrainian program.
* Ukrainian Pre-Kindergarten Teacher – Gordon confirmed there was a posting back in April. He met with Marg from EICS and they are going to be looking at resumes and setting up interviews in the next 2 weeks.
* UBLA Casino – Will be taking place August 5 and 6th. We need 12-15 workers, as we do solicit funds from them and they may pull funding. If BUCPS families can solicit help, it would be greatly appreciated. UBLA needs to maintain their casino license so they can feed the money back into the program. Please spread the word to the Ukrainian community.

Adjournment

* Clayton thanked everyone for attending.
* Next AGM and Executive meeting date for the 2018-2019 school year is TBA.
* Clayton adjourned the meeting at 8:18pm.
* Meeting minutes recorded by Jennifer Lychak.