

Responsibilities of the Parents of the Graduating Class

All parents are members of the Parents' Committee. They elect the following:

Chair

- i) runs Parents' Committee Meetings
- ii) notifies Parents (by telephone, e-mail or regular mail) of upcoming events, meetings
- iii) is the contact person for events surrounding Matura (The Director, Dr. Jaskiw is the contact person for Matura itself)
- iv) coordinates events
- v) makes a speech at the Vypusknj Vechir as well as at the Maturalna Zabava

Tutoring Chair

To assist our students with the academic preparation for Matura, the Tutoring Chair approaches each teacher individually to arrange tutoring / review sessions. The venue, time and date are coordinated to accommodate the schedules of as many teacher and students as possible. If these tutoring / review sessions are to be held on the premises of Normandy High School on a regular Saturday, the Tutoring Chair must provide the request with dates and times to the Administrator as soon as possible. The Administrator will then make the necessary arrangements with the Parma Board of Education.

Treasurer

Collects money for gifts for graduates and teachers, for graduation dinner and for any other expenses the Parents decide on. Usually, once the sum of money per family for all expenses is determined, the family is asked to provide a single check.

Tableau Chair

This individual determines the layout, design and theme (if any) for the tableau, purchases the required materials and makes the tableau. The tableau should be sturdy and sufficiently formal for display at the Cleveland Self-Reliance Credit Union for the first year, and at the Ukrainian Museum Archives thereafter.

Tableau Chair and/or Associate

The individual arranges for and ensures that all graduates have their photographs taken. This involves identifying a photographer and providing him/her with the exact photo format and instructions as to how the students should be posed. At the completion of the photos, this individual collects the completed photos from the photographer, removes those photos that will be used for the tableau and gives the rest to those parents who ordered additional photos.

Comment: If the portraits are posed well, the tableau comes out very well too. Over the last several years, the JC Penney at Parmatown Mall has offered good service at very reasonable prices, if the Parents Committee provided clear instructions. For the photographic sessions, the students should wear embroidered shirts / blouses.

Matura Hospitality Chair

This individual arranges for any food, drink, paper goods etc for the three Saturdays of Matura. Light, healthy food is usually popular. Most chairs organize a sign up list to which all parents contribute. The quantities required depend on the number of graduates.

Gifts Chair

This person referees the discussion at the parents' meeting as to the type and cost of gift for graduates and teachers. Gifts have ranged from Ukrainian CD's to framed photographs of the class. The treasurer collects the money and disburses it to the Gifts Chair who buys the gifts.

Graduation Dinner (Vypusknj Vechir) Chair

While a Chair is needed, the following responsibilities are best divided among several people:

- i) select a date, identify a venue and reserve it
- ii) organize the decoration of the hall, make seating arrangements
- iii) design and print the invitations, send the invitations to teachers, clergy and others who are to be invited
- iv) organize the formal part of the program

Maturalna Zabava Committee

This requires involvement of all the parents. The tasks include:

- i) collect biographies from students in English and Ukrainian, edit and compile them so that the length of each biography (total in both languages) is less than 2 minutes.
- ii) recruit one male and one female reader for the biographies (reader must be a previous graduate from Ridna Shkola who is also a sibling of a current graduate)
- iii) organize the formal program
- iv) organize a rehearsal of the formal program on the Friday evening before the zabava. (Attendance for graduates and escorts is mandatory)
- v) organize parents to decorate the hall for zabava (usually minimal) and collect decorations at the end of zabava.
- vi) arrange for a photographer for the zabava if the Parents' Committee so desires