

# Project Plan Summary



**St. John XXIII Catholic School**

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Fort Saskatchewan, AB  
T8L 2X7

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**Principal:** Bonnie-Lynne Boehm

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Project name:	Community Relations
Person responsible:	St. John XXIII School PSC
Purpose and timelines:	Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs in St. John XXIII School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	All funds allocated to Community Relations will be used to support special student, staff and family projects including, but not limited to Gr. 4 banner, Gr. 1-4 yearbook, staff appreciation and retirements, classroom supplies, Welcome Back breakfast and memorials.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name:	Consumable Workbooks
Person responsible:	Wilson, Jeannette
Purpose and timelines:	In prior years, this fee was charged for Consumable Workbooks that were required materials for students' in which they were able to write in. There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
Revenue to collect:	In prior years, parents were charged a Consumable Workbooks fee. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
Items/Services to be purchased:	Phonics workbooks, Language Arts photocopied booklets, Math photocopied booklets
Surplus/Deficit Handling Plan:	Any fees collected for the Consumable Workbooks will be transferred to the School Budget General Supplies Account by Journal Entry in August.

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Project name:	Enhanced Art Supplies
Person responsible:	Wilson, Jeannette
Purpose and timelines:	In prior years, this was a fee charged for consumables and replenishment of art materials for extra and specialized projects in the classroom, throughout the school year. There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
Revenue to collect:	In prior years, parents were charged an Enhanced Art Supply fee in the amount of \$5.00. Any funds received are from payment of outstanding fees prior to the

2017-2018 school year.

Items/Services to be purchased: Consumables art materials that support curricular related special projects in the classroom.

Surplus/Deficit Handling Plan: Any fees collected for the Enhanced Art Supplies will be transferred to the School Budget General Supplies Account by Journal Entry in August.

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Project name: Foster Children Sponsorship

Person responsible: Drolet, Barbara

Purpose and timelines: Our school sponsors 2 foster children through Chalice. An email and/or note is sent home in students' agendas advising parents of the fundraising event.

Revenue to collect: Special fundraising activities put on by the students, including but not limited to: bake sales, candy grams, silver collection at the Christmas concert, ticket sales for Christmas Concert seats and parking spot.

Items/Services to be purchased: Yearly sponsorship for 2 foster children in the amount of \$444.00 per child per year.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in that account to pay the annual sponsorship fees for the 2 foster children in future years or to send a lump sum payment to purchase a special gift for each of their communities.

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Project name: General

Person responsible: Drolet, Barbara

Purpose and timelines: This account is for all money received that is not for a specific item.

Revenue to collect: Money received from LifeTouch for our picture rebate.

Items/Services to be purchased: It is used to pay for school event expenses that are not paid for by the PSC nor collected from parents - eg. Choir wind-up party, Choir Festival costs, Choir Field Trip expenses, Gr. 4 Bible Presentation celebration

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used to offset any shortfalls in our School Generated Accounts.

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Project name: Gr. 1 Field Trip & Presentation

Person responsible: Gr. 1 Team Teachers

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade One curriculum. A letter will be sent home with the breakdown of the admission/presentation fees and busing fees for each field trip/presentation. The fee includes the following field trips and presentations: Christmas Clay for Kids Project, Lego "Create and Learn" Presentation, Ft. Saskatchewan Downtown Walk, River's Edge Wilderness Walk, Edmonton Valley Zoo Field Trip, Telus World of Science, Thiels Greenhouse, Soapstone Project, Curricular Projects/Cooking supplies/STEM materials

Revenue to collect: Fees charged to parents on a cost recovery basis in the amount of \$107.50, which includes admission and busing for the following: Christmas Clay for Kids Project Lego "Create and Learn" Presentation Ft. Saskatchewan Downtown Walk River's Edge Wilderness Walk Edmonton Valley Zoo Field Trip Telus World of Science Thiels Greenhouse Soapstone Project Curricular Projects/Cooking supplies/STEM materials

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and busing required for these events.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2

foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name: Gr. 2 Field Trip & Presentation  
Person responsible: Gr. 2 Team Teachers

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Two curriculum. A letter will be sent home to parents with the breakdown of the admission/presentation fees and busing fees for each field trip/presentation. The fee includes the following field trips and presentations: T-Pet Boats & Buoyancy Presentation T-Pet Magnetism Presentation Edmonton Symphony Field Trip Devonian Gardens Year End Movie Classroom projects Agendas

Revenue to collect: Fees charged to parents on a cost recovery basis in the amount of \$95.00, which includes admission and busing for the following: T-Pet Boats & Buoyancy Presentation T-Pet Magnetism Presentation Edmonton Symphony Field Trip Devonian Gardens Year End Movie Classroom projects Agendas

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name: Gr. 3 Field Trip & Presentation  
Person responsible: Gr. 3 Team Teachers

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Three curriculum. A letter will be sent home with the breakdown of the admission/presentation fees and busing fees for each field trip/presentation. The fees includes the following field trips and presentations: T-Pet Peru T-Pet Tunisia T-Pet Design and Build T-Pet Rocks and Minerals Mother's Day & Father's Day Projects Recreational Swim- Harbour Pool Clay for Kids Agendas

Revenue to collect: Fees charged to parents on a cost recovery basis in the amount of \$95.00, which includes admission and busing for the following: T-Pet Peru T-Pet Tunisia T-Pet Design and Build T-Pet Rocks and Minerals Mother's Day & Father's Day Projects Recreational Swim- Harbour Pool Clay for Kids Agendas

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name: Gr. 4 Field Trip & Presentation  
Person responsible: Gr. 4 Team Teachers

Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Four curriculum. Parents will be sent home a letter with the breakdown of the admission/presentation fees and busing fees for each field trip/presentation. This fee includes the following field trips and presentations: Recreational Swim- Harbour Pool JPII School Musical Theatre Performance Field Trip Edmonton Symphony Field Trip Bennett Centre (Vehicles & Devices) Field Trip Waste Management Centre T-Pet Aboriginal Presentation Millennium Place Field Trip Recreational Skating General Art Supplies Agendas
Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount of \$95.00, which includes admission and busing for the following: Recreational Swim- Harbour Pool JPII School Musical Theatre Performance Field Trip Edmonton Symphony Field Trip Bennett Centre (Vehicles & Devices) Field Trip Waste Management Centre T-Pet Aboriginal Presentation Millennium Place Field Trip Recreational Skating General Art Supplies Agendas
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

Project name:	Headphones General
Person responsible:	Wilson, Jeannette
Purpose and timelines:	Headphones are required for each Gr. 1-4 student be used in class with listening centres and computes.
Revenue to collect:	In prior years, parents were charged a Headphones fee in the amount of \$2.25. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.
Items/Services to be purchased:	Headphones
Surplus/Deficit Handling Plan:	Any fees collected for the Headphones will be transferred to the School Budget General Supplies Account by Journal Entry in August.

Project name:	Hot Lunch Program
Person responsible:	St. John XXIII School PSC
Purpose and timelines:	Funds are raised through the sale of pre-ordered on-line hot lunches, which provide every student in K-4 the opportunity to have a specialty hot lunch in St. John XXIII School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the sign-up procedures as well as through e-mails.
Revenue to collect:	Revenue is collected from the Hot Lunch orders submitted by parents online through the St. John XXIII School Hot Lunch Program.
Items/Services to be purchased:	"All funds allocated to Community Relations will be used to support special student, staff and family projects including, but not limited to Gr. 4 banner, K-4 yearbook, staff appreciation and retirements, classroom supplies, Welcome Back breakfast and memorials. All funds allocated to Community Relations will be used to support special student, staff and family projects including, but not limited to Gr. 4 banner, Gr. 1-4 yearbook, staff appreciation and retirements,

classroom supplies, Welcome Back breakfast and memorials. All proceeds from the Hot Lunch Program will be used to support fine arts presentations, the school music program, religious enhancement projects, bussing expenses and field trip fees of students from families experiencing financial hardship."

Surplus/Deficit Handling Plan:

Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name: K Field Trips & Presentations

Person responsible: Ekdahl, Amy

Purpose and timelines:

Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Kindergarten curriculum. Parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations: Telus World of Science Field Trip T-Pet "I am Unique" Presentation T-Pet "Number Farm" Presentation T-Pet "Bird House" Presentation Safety City Field Trip Mother's Day Project Father's Day Project Edmonton Valley Zoo Field Trip Strathcona Wilderness Center Nature Classroom (West River's Edge)

Revenue to collect:

Fees charged to parents on a cost recovery basis in the amount of \$158.00, which includes admission and busing for the following: Telus World of Science Field Trip T-Pet "I am Unique" Presentation T-Pet "Number Farm" Presentation T-Pet "Bird House" Presentation Safety City Field Trip Mother's Day Project Father's Day Project Edmonton Valley Zoo Field Trip Strathcona Wilderness Nature Classroom (West River's Edge)

Items/Services to be purchased:

Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan:

If there are surplus funds remaining at the end of the school year, in the amount of \$2.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 2 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name: Kanga Pouches

Person responsible: Drolet, Barbara

Purpose and timelines:

If applicable, a note will be sent home in the student's agenda advising the parent that they have the option to purchase a replacement kanga pouch and of the cost. Kanga Pouches are used by students to take home notes, agendas, reading books, etc. This will ensure materials are protected to and from school, especially from water bottles and lunches. Each new student is provided a kanga pouch at the beginning of the school year or upon their first day attending our school. For returning students, parents have the option of whether or not to purchase one for their child. If they would like to purchase one, they are available at the office.

Revenue to collect:

Fees charged to parents in the amount of \$12.00 each to students that are replacing their kanga pouch and the cost is calculated on a cost recovery basis.

Items/Services to be purchased:

Kanga Pouches

Surplus/Deficit

Any fees paid for the replacement of a student's kanga pouch will be transferred

Handling Plan: to the School Budget General Supplies Account by Journal Entry in August in order to apply the fees paid toward the expense account they were incurred in.

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Project name: Library

Person responsible: Wagner, Susan

Purpose and timelines: Book Fair and Lost or Damaged Library Material Fines Students are send home with a flyer advertising the Book Fair and it is also advertised to parents in the weekly newsletter. Lost or Damaged Library Fines are invoiced out to parents and a statement is sent home with the student.

Revenue to collect: Funds are collected during our annual Book Fair for books purchased, and funds are collected from staff and students for damaged or lost library materials.

Items/Services to be purchased: Revenue collected during the Book Fair goes directly to the book vendor to cover their inventory costs. In return, we receive credit towards new resources for our library and classrooms. Funds collected for lost or damaged library materials goes directly to purchasing replacement materials.

Surplus/Deficit Handling Plan: In the event of a surplus, library books will be purchased.

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Project name: Library Bags

Person responsible:

Purpose and timelines: Each child will receive, at the start of the school year, a protective plastic bag for their library book loans. This will ensure library materials are protected to and from school, especially from water bottles and lunches. For this year, we are using up the supply we have on hand. There is no fee charged to the parents this year. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Revenue to collect: In the past, the fee charged to parents was on a cost recovery basis in the amount of \$1.00 per student. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Items/Services to be purchased: Protective plastic bags.

Surplus/Deficit Handling Plan: Any fees collected for the library bags will be transferred to the School Budget General Supplies Account by Journal Entry in August in order to apply the fees paid toward the expense account they were incurred in.

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Project name: Lunch Program

Person responsible: Wilson, Jeannette

Purpose and timelines: The Ft. Saskatchewan Food Gatherers provide funds to pay for lunches and snacks for students who are in need.

Revenue to collect: It was a donation by the Ft. Saskatchewan Food Gatherers and we submit a bill to them each year to reimburse the account with monies spent.

Items/Services to be purchased: Healthy snacks

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in this account for the next year.

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Project name: Milk Program

Person responsible: St. John XXIII School PSC

Purpose and timelines: Funds are raised through the sale of pre-ordered milk, which provides every student in K - Gr. 4 the opportunity to have milk with their lunch on Mondays, Wednesdays and Fridays, in St. John XXIII School during the entire school year. It will be communicated to the parents by a letter, containing program

information being sent home through the school with the students, and an online order form through their PowerSchool Parent Portal Account.

Revenue to collect: Revenue is collected from the milk orders submitted by parents in the amount of \$64.78 per child in Gr. 1-4, \$56.09 per child in K-Mon/Wed class and \$7.11 per child in K-Tues/Thurs

Items/Services to be purchased: Moo Club Reward prizes will be purchased for students from the proceeds of the Milk Program. All excess proceeds will be used to support fine arts presentations, the school music program, religious enhancement projects, bussing expenses and field trip fees of students from families experiencing financial hardship.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name: My Writing Book

Person responsible: Wilson, Jeannette

Purpose and timelines: My Writing Books are required for each Gr. 1 & 2 student be used in their language arts program.

Revenue to collect: In prior years, parents were charged an Enhanced Art Supply fee in the amount of \$2.00. Any funds received are from payment of outstanding fees prior to the 2017-2018 school year.

Items/Services to be purchased: "My Writing Books" books

Surplus/Deficit Handling Plan: Any fees collected for the Enhanced Art Supplies will be transferred to the School Budget General Supplies Account by Journal Entry in August.

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Project name: Pre-K Field Trips and Presentations

Person responsible: Dexter, Susan

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Pre-Kindergarten programming. Parents will be sent home a letter with the breakdown of the admission/presentation fees for each field trip/presentation. As a follow-up, at the end of each month, parents will be sent home an invoice with an itemized listing of all fees, in which each field trip/presentation is listed as a separate item, if fees are outstanding. Please note that parents are responsible for the transportation of their child to and from these field trips and presentations held on Wednesday, as the Pre-K program does not make those arrangements.

Revenue to collect: Fees charged to parents are on a cost recovery basis in the amount of a maximum of \$10.00 per event, with a breakdown of the fees, which includes admission and bussing, to begin in January 2019. The field trips and presentations will be listed below as they are arranged :

Items/Services to be purchased: Field trip admission fees and in class presentation fees required for these events.

Surplus/Deficit Handling Plan: Any surplus funds will be used to subsidize future field trips and presentation. If there are surplus funds remaining at the end of the school year, in the amount of less than \$2.00 per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 3 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name: Student Leadership

Person responsible: Boehm, Bonnie-Lynne

Purpose and timelines: Project is to create leadership capacity in students, while supporting the goals and community spirit of the school. Funds are provided from fundraising projects that are advertised in our school weekly newsletter as well as by notes going home with students.

Revenue to collect: Special fundraising activities put on by the students of the Leadership group, in the current school year, as well as excess funds raised in the previous school year from their fundraising projects.

Items/Services to be purchased: Funds will be used to include but not limited to the purchase of clothing for the Leadership group members, fees for retreats and various celebration expenses.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in that account to be used as a start-up fund for the program in the next school year.

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Project name: Student Planner

Person responsible: Wilson, Jeannette

Purpose and timelines: A note will be sent home with the student advising the parent that, if needed, they have the option to purchase a replacement Student Planner and of the cost. Student Planners are required for each Gr. 1-4 student which are to be used for communicating between the teacher and parents. The cost is calculated on a cost recovery basis.

Revenue to collect: Fees charged to parents in the amount of \$6.50 each to students that are replacing their Student Planner as each student is given one at the beginning of the school year. The cost is calculated on a cost recovery basis.

Items/Services to be purchased: Student Planners

Surplus/Deficit Handling Plan: Any fees paid for the replacement of a student's Student Planner will be transferred to the School Budget General Supplies Account by Journal Entry in August in order to apply the fees paid toward the expense account they were incurred in.

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Project name: Tech Leasing Fee

Person responsible: Drolet, Barbara

Purpose and timelines: Cost of Tech Fee will be on school fees

Revenue to collect: \$20 online payment, cheque or cash

Items/Services to be purchased: Tech leasing cost to our district for K-3 that use school computers and iPads

Surplus/Deficit Handling Plan: There should be no or minimal surplus

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Project name: Terry Fox

Person responsible: Drolet, Barbara

Purpose and timelines: Fundraiser for The Terry Fox Foundation in which a note is sent home with each student with an attached donation sheet.

Revenue to collect: Donations collected by students.

Items/Services to be purchased: All donations are sent to The Terry Fox Foundation.

Surplus/Deficit Handling Plan: No surplus or deficit at the end of the project, as all funds collected are forwarded to The Terry Fox Foundation.