

# Project Plan Summary



## St. John XXIII Catholic School

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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:	Enhanced Art Supplies
Person responsible:	Drolet, Barbara
Purpose and timelines:	The purpose of this project is to collect fees for students for consumables and replenishment of art materials for extra and specialized projects in the classroom, throughout the school year.
Revenue to collect:	The fee collected for this project in the amount of \$5.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.
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:	The purpose of this project is to raise funds for our 2 school sponsored foster children, through Chalice. An email and/or note will be sent home advising parents of the fundraising event.
Revenue to collect:	Special fundraising activities put on by the students, TBD. These events will be in compliance with the directions of the Health and Safety standards of our School District and AHS during the COVID-19 pandemic
Items/Services to	Yearly sponsorship for 2 foster children in the amount of \$444.00 per child per

be purchased:	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.
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.
Project name:	Gr. 1 Field Trip & Presentation
Person responsible:	Gr. 1 Team Teachers
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Grade One "off campus" field trips and to bring in educational presentations to support student learning which is 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 field trips for 2020-2021 will be booked when they are in compliance with the directions of the Health and Safety standards of our School District and AHS during the Covid-19 pandemic.
Revenue to collect:	The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected costs. Fees are paid online through PowerSchool.
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and busing required for these events. Transportation costs are divided equally among all students going on the trip. Therefore, students who paid for the field trip and are absent the day of the trip will be reimbursed all fees possible except the transportation costs. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.
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 supplement our annual support payment for our 2 foster children. Any surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student via a credit to your student's account in PowerSchool. If fees collected are not sufficient to cover the activity costs, a "Field Trip Shortfall" fee may be added to your student's account to cover the project's deficit.
Project name:	Gr. 2 Field Trip & Presentation
Person responsible:	Gr. 2 Team Teachers
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Grade Two "off campus" field trips and to bring in educational presentations to support student learning which is directly related to the Grade Two curriculum. A letter will be sent home with the breakdown of the admission/presentation fees and busing fees for each field trip/presentation. The field trips for 2020-2021 will be booked when they are in compliance with the directions of the

Health and Safety standards of our School District and AHS during the Covid-19 pandemic.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected costs. Fees are paid online through PowerSchool.

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and busing required for these events. Transportation costs are divided equally among all students going on the trip. Therefore, students who paid for the field trip and are absent the day of the trip will be reimbursed all fees possible except the transportation costs. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.

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 supplement our annual support payment for our 2 foster children. Any surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student via a credit to your student's account in PowerSchool. If fees collected are not sufficient to cover the activity costs, a "Field Trip Shortfall" fee may be added to your student's account to cover the project's deficit.

Project name: Gr. 3 Field Trip & Presentation

Person responsible: Gr. 3 Team Teachers

Purpose and timelines: The purpose of this project is to collect fees for students to participate in Grade Three "off campus" field trips and to bring in educational presentations to support student learning which is 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 field trips for 2020-2021 will be booked when they are in compliance with the directions of the Health and Safety standards of our School District and AHS during the Covid-19 pandemic.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected costs. Fees are paid online through PowerSchool.

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and busing required for these events. Transportation costs are divided equally among all students going on the trip. Therefore, students who paid for the field trip and are absent the day of the trip will be reimbursed all fees possible except the transportation costs. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.

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 supplement our annual support payment for our 2 foster children. Any surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student via a credit to your student's account in PowerSchool. If fees collected are not sufficient to cover the activity costs, a "Field Trip Shortfall" fee may be added to your student's account to cover the project's deficit.

Project name: Gr. 4 Field Trip & Presentation

Person responsible: Gr. 4 Team Teachers

Purpose and timelines: The purpose of this project is to collect fees for students to participate in Grade Four "off campus" field trips and to bring in educational presentations to support student learning which is directly related to the Grade Four curriculum.

A letter will be sent home with the breakdown of the admission/presentation fees and busing fees for each field trip/presentation. The field trips for 2020-2021 will be booked when they are in compliance with the directions of the Health and Safety standards of our School District and AHS during the Covid-19 pandemic.

**Revenue to collect:** The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected costs. Fees are paid online through PowerSchool.

**Items/Services to be purchased:** Field trip admission fees, in class presentation fees, and busing required for these events. Transportation costs are divided equally among all students going on the trip. Therefore, students who paid for the field trip and are absent the day of the trip will be reimbursed all fees possible except the transportation costs. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.

**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 supplement our annual support payment for our 2 foster children. Any surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student via a credit to your student's account in PowerSchool. If fees collected are not sufficient to cover the activity costs, a "Field Trip Shortfall" fee may be added to your student's account to cover the project's deficit.

**Project name:** Hot Lunch Program

**Person responsible:** St. John XXIII School PSC

**Purpose and timelines:** Funds are raised through the sale of on-line pre-ordered 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. Hot Lunches for 2020-2021 will take place they are in compliance with the directions of the Health and Safety standards of our School District and AHS during the Covid-19 pandemic.

**Revenue to collect:** Revenue is collected from 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, Welcome Back breakfast, fine arts presentations, the school music program, religious enhancement projects, busing expenses, staff appreciation and retirements, field trip fees of students from families experiencing financial hardship, classroom supplies, 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.

**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 busing 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 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.

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 Handling Plan:	Any fees paid for the replacement of a student's kanga pouch 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.

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	In the event of a surplus, library books will be purchased.

**Handling Plan:****Project name:** Library Bags**Person responsible:**

**Purpose and timelines:** The purpose of this project is to collect fees to purchase library bags. 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.

**Revenue to collect:** The fees collected for this project will be spent on a cost recovery basis in the amount of \$1.00. Fees are paid online through PowerSchool.

**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.

**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.

**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.

**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.
Project name:	Student Leadership
Person responsible:	Boehm, Bonnie-Lynne
Purpose and timelines:	The purpose of this project is to collect a \$5.00 fee for T-shirts for our Student Leadership Squad, in addition to fundraising projects that are advertised in our school weekly newsletter, as well as by notes going home with students. This project aims to foster leadership capacity in students, while supporting the goals and community spirit of the school.
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:	The \$5.00 fee for this project will cover the purchase of clothing for the Leadership Squad and fundraising funds will go towards retreats, various celebration expenses and social justice projects.
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.
Project name:	Tech Leasing Fee
Person responsible:	Drolet, Barbara
Purpose and timelines:	The purpose of this project is to collect fees for technology leasing.
Revenue to collect:	\$25 online payment
Items/Services to be purchased:	Technology leasing cost to our district for Kindergarten - Grade 3 that use school leased computers.
Surplus/Deficit Handling Plan:	There should be no surplus
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 regarding a \$2 optional donation.
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.