

# Project Plan Summary



## **Madonna Catholic School**

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Sherwood Park, AB  
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**Principal:** Pamela Gravelle

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Project name:	Advent Concert Collection
Person responsible:	Antoniuk, Karen
Purpose and timelines:	Information was sent home via SMORE December 15th, 2022 and in the Advent Concert Program as well.
Revenue to collect:	Cash collection at OLPH Church
Items/Services to be purchased:	All money received will be forwarded to the Basket of Blessings Campaign at CSS
Surplus/Deficit Handling Plan:	No surplus

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Project name:	Agenda
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Agendas are purchased by the school and provided to students in grades 1 to 3 and COGITO Student. The purpose of the agenda is to provide a communication tool for parents and the school.
Revenue to collect:	Fee for cost of agenda is charged to students in ACORN.
Items/Services to be purchased:	Cost recovery
Surplus/Deficit Handling Plan:	Used for students in need or deficit will be carried forward/absorbed by the school.

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Project name:	Alien In Line Skating
Person responsible:	Podoborozny, Kendra
Purpose and timelines:	Information will be provided in the SMORE to parents in advance of the activity.
Revenue to collect:	.A fee will be charged to all students in Kindergarten to grade 4 according to their participation in the activity.
Items/Services to be purchased:	Cost recovery of Alien In-Line fees.

Surplus/Deficit Handling Plan:	Surplus will be returned to students and deficit will be charged to students.
Project name:	APPLE Schools
Person responsible:	Gravelle, Pamela
Purpose and timelines:	The purpose of this project is to utilize the funds provided by APPLE Schools for the development of healthy school communities.
Revenue to collect:	An annual donation from The APPLE Schools Foundation is made to our participating school locations based on previously submitted action plans.
Items/Services to be purchased:	The funding provided will be used in accordance to our APPLE Schools agreement towards healthy food, equipment, resources and supplies.
Surplus/Deficit Handling Plan:	All funds will be spent in the school year provided and reported back to APPLE schools on the annual Financial report. Unspent funds will be deducted from next year's funding or returned back to The APPLE Schools Foundation.
Project name:	Bend the Rules
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Information will be shared in the weekly SMORE and information will be sent to teachers to send home with students.
Revenue to collect:	Donations of \$1.00 per item chosen from the Bend the Rules form available through the Parent Portal for October 20th, 2023.
Items/Services to be purchased:	No items or services to purchase for this event.
Surplus/Deficit Handling Plan:	All donations received will be donated to Laurana House Catholic Social Services Sign of Hope
Project name:	Bend the Rules
Person responsible:	Podoborozny, Kendra
Purpose and timelines:	Information will be shared in the weekly SMORE and information will be sent to teachers to send home with students.
Revenue to collect:	Donations of \$1.00 per item chosen from the Bend the Rules form are available through the Parent Portal for March 14th, 2014.
Items/Services to be purchased:	No items or services to purchase for this event.
Surplus/Deficit Handling Plan:	All donations received will be donated to Laurana House Catholic Social Services Sign of Hope
Project name:	Drumheller Field Trip
Person responsible:	Gravelle, Pamela

Purpose and timelines: Discussions and meetings with parents of students in grade 4, information in the SMORE as well.  
Revenue to collect: Donations from Corporations, bottle drive, Madonna Catholic Parent Council support  
Items/Services to be purchased: Tyrell Museum Programming, mileage for Admin and hotel room for bus driver.  
Surplus/Deficit Handling Plan: Surplus will be carried over to next year, deficit will be covered by school.

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Project name: Field Trip 1SP  
Person responsible: Mattia Perri & Cheryl Stadnick  
Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 1SP field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include a Museum visit, cookie decorating or a T-Pet in school session.  
Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities. .  
Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, enhanced supplies, and educational presentations.  
Surplus/Deficit Handling Plan: 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 deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 2L  
Person responsible: LaRose, Stephanie  
Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 1 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include an Inuit Connection Presentation or a Telus World of Science visit for example.  
Revenue to collect: .The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.  
Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, enhanced supplies, and educational presentations.  
Surplus/Deficit Handling Plan: 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 deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 3/4G  
Person responsible: Gauthier, Kim  
Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 1 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may

include Telus World of Science or a Camp Van Es Retreat.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, enhanced supplies, and educational presentations.

Surplus/Deficit Handling Plan: 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 deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 3V

Person responsible: Vukovic, Francie

Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 3V field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include a Rocks & Minerals Program, a Gallery@501 trip as examples. The activities included are: In school Rocks & Minerals Program, Gallery@501

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, enhanced supplies, educational presentation.

Surplus/Deficit Handling Plan: 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 deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 4P

Person responsible: Podoborozny, Kendra

Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 4 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Some of these activities might include a retreat to Camp Van Es or a trip to Telus World of Science.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

Items/Services to be purchased: Fees for this project will be used to pay for admission fees, transportation costs, enhanced supplies, and educational presentations.

Surplus/Deficit Handling Plan: 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 deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip COGITO 1  
Person responsible: Bourassa, Ronalee  
Purpose and timelines: The purpose of this program is to collect fees for students to participate in COGITO 1 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include an Inuit Connections Presentation or a visit to the Telus World of Science.  
Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.  
Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, enhanced supplies, and educational presentations.  
Surplus/Deficit Handling Plan: A surplus or shortfall will be applied to the student accounts after field trip costs have been determined.

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Project name: Field Trip COGITO 2&3  
Person responsible: Odiobala, Erica  
Purpose and timelines: The purpose of this program is to collect fees for students to participate in COGITO 2&3 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include an Inuit Connections Presentation or a visit to the Telus World of Science.  
Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.  
Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, enhanced supplies, and educational presentations.  
Surplus/Deficit Handling Plan: A surplus or shortfall will be applied to the student accounts after field trip costs have been determined.

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Project name: Field Trip COGITO K  
Person responsible: Cholak, Erin  
Purpose and timelines: The purpose of this program is to collect fees for students to participate in COGITO Kindergarten field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities examples are: Museum field trip, cookie decorating, Gallery 501, T-Pet in school workshops.  
Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.  
Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, enhanced supplies, and educational presentations on a cost recovery basis.

Surplus/Deficit Handling Plan:	Surplus/deficit will be applied to the students' account after cost of trip is determined..
Project name:	Full Day Kindergarten
Person responsible:	Gravelle, Pamela
Purpose and timelines:	The purpose of this program is to offer Kindergarten students the opportunity to attend programming five days a week, full days at their community school.
Revenue to collect:	Tuition for this program in the amount of \$425.00 per month will be collected through a Powerschool payment plan.
Items/Services to be purchased:	The fees collected are used to provide staffing for this optional program.
Surplus/Deficit Handling Plan:	Any surplus accumulated in the project will be held to sustain the program in low enrollment years. Surplus funds may also be used to develop and advance Kindergarten programming.
Project name:	Gr. K-4 School Activities
Person responsible:	Gravelle, Pamela
Purpose and timelines:	The purpose of this program is to collect fees for students to participate in school wide activities. Communication will be sent home through the school newsletter /Smore.
Revenue to collect:	Where approved by School Council, if events or presentations are supported and approved by school council, this will be the primary revenue source. When not supported/approved or part of School Council's 2023-2024, activity fees will collected for this project will be spent on a cost-recovery basis and has been estimated based on expected costs.
Items/Services to be purchased:	Fees for this project could be used to pay for educational presentations and events that the school will attend and put on, such as, but not limited to,: Musical Theatre Alien In-line Skating Winter- Festivities Les Bucherones French Heritage Day Year-End Field Trip Advent Wreath Making Literacy Night Cultural Dinner
Surplus/Deficit Handling Plan:	After all activities are complete, any funds remaining in the amount of \$5.00 or more per student will be credited back to the student account. Any surplus amount less than \$5.00 per student will be used to support Madonna Catholic School Enhanced Programming and supplies (such as Flex, Physical Activity, Wellness) .
Project name:	Grab & Go Breakfast
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Donations have been provided from community vendors looking to sponsor this program for feeding children as a food "top up" resource for students. Students can supplement their breakfast or their lunch using this food. Donation may also include private donors and families who have expressed interest in financially supporting the program.
Revenue to collect:	The funds collected for this project will be primarily community vendor donations and may include additional support by individual families who would like to support this program.

Items/Services to be purchased: Funds for this project will be used to pay for Grab and go food such as cheese strings, Yogurt Tubes, Granola Bars and fresh fruit.

Surplus/Deficit Handling Plan: If money runs out before the end of the year, the program will be closed at that time. If there is a surplus of funds left over at the end of June 2024, those funds will be carried forward for next school year.

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Project name: Grants

Person responsible: Podoborozny, Kendra

Purpose and timelines: Grant applications will be submitted by staff for various projects.

Revenue to collect: Grant monies received from organizations in response to applications received.

Items/Services to be purchased: Items purchased will be as per the Grant Application information.

Surplus/Deficit Handling Plan: Deficit will be covered by the General SGF account and surplus money will be carried forward if allowed in Grant stipulations.

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Project name: Jeans for Jesus

Person responsible: Podoborozny, Kendra

Purpose and timelines: Information will be shared in the weekly SMORE and information will be shared with students through the teachers.

Revenue to collect: Donations of \$2.00 per day when wearing jeans. Payment will be made through cash in the office from Feb 14-Mar.21st.

Items/Services to be purchased: No items or services to purchase for this event.

Surplus/Deficit Handling Plan: All donations received will be donated to Laurana House Catholic Social Services Sign of Hope.

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Project name: Message Pouch

Person responsible: Gravelle, Pamela

Purpose and timelines: A message pouch is used by students as a means to carry and protect papers/communication/library books back and forth between home and school. This pouch is re-used by students yearly after initial purchase in Kindergarten.

Revenue to collect: The fee collected for this project in the amount of \$11.30 will be spent on a cost recovery basis and has been estimated based on expected costs.

Items/Services to be purchased: Fees for this project will be used to pay for purchase of message pouches.

Surplus/Deficit Handling Plan: As this is a cost recovery fee, any unforeseen surplus/deficit will be transferred to the General School Account.

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Project name: Misto Dobra Ukraine Fundraiser

Person responsible: Antoniuk, Karen

Purpose and timelines: Information is in the SMORE for parents and a flyer is being sent home with each student May 30th or 31st explaining the Fundraiser and the opportunity to participate between June 5th and June 9th for a donation of \$5.00.

Revenue to collect: Donation available through Parent Portal

Items/Services to be purchased: All funds will be donated to Misto Dobra Fundraiser for Ukraine

Surplus/Deficit Handling Plan: All funds are forwarded as a donation.

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Project name: Noon Hour Supervisor

Person responsible: Gravelle, Pamela

Purpose and timelines: The purpose of this project is to collect fees for Noon Hour Supervision of students. Parents have been made aware of this fee in Parent Council meetings and on the Fee Schedule as well in parent portal and will be communicated in Smore newsletter.

Revenue to collect: The fee collected will be on a cost recovery basis and has been estimated based on two supervisors for the school calendar year. Fee is not applicable to Pre-K students.

Items/Services to be purchased: Fees for this project will be used to pay for the cost recovery of noon hour supervisors as well as supplies/equipment/training needed for this role.

Surplus/Deficit Handling Plan: At the end of the school year, or beginning of the following school year, any funds remaining will cover costs of supplies for noon hour supervisors & the supervision of students such as, but not limited to, supervision vests, first aid supplies, applicable training etc. Any deficits will be covered by the school budget.

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Project name: Recorder

Person responsible: Podoborozny, Kendra

Purpose and timelines: A recorder is needed by students in grade 3 and 4 for music. A letter is sent home to parents of children needing to purchase a recorder advising parents of the cost.

Revenue to collect: A cost recovery fee of \$9.65 (to be updated with actual cost) to cover the cost of the recorder purchase will be charged to the parent on the students ACORN account.

Items/Services to be purchased: The recorders will be purchased with the funds on a cost recovery basis.

Surplus/Deficit Handling Plan: Surplus/deficit - If surplus of fees as a result, refunds will be credited to students account to reflect actual cost. If deficit, students will be charged the additional cost if school is unable to cover small balance.

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Project name: Staff Social Committee

Person responsible: Pineau, Tracey

Purpose and timelines: Email and staff meeting communication

Revenue to collect: A voluntary donation by staff \$50.00 full time staff \$25 part-time staff



Items/Services to be purchased: Gifts for staff, for major milestones or in time of need. as per plan Sunshine Fund Plan 2023-2024

Surplus/Deficit Handling Plan: balance to be carried forward for staff use for year party

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Project name: Staff Sunshine for Student Families

Person responsible: Pineau, Tracy

Purpose and timelines: through email and staff meetings

Revenue to collect: Voluntary contribution from staff \$20 by Nov. 5th.

Items/Services to be purchased: For families in need items will vary: gifts cards, mass cards, food hampers, care pkgs etc.

Surplus/Deficit Handling Plan: balance to be carried forward for staff use for year party

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Project name: Swimming Lessons Grd 1 to 4

Person responsible: Podoborozny, Kendra

Purpose and timelines: A letter is sent home with students to inform parents of the swimming program dates/times and costs. It is also put on the school website and SMORE.

Revenue to collect: Fee of swimming lessons and cost of the bus to be applied to students' accounts in ACORN for parents to pay.

Items/Services to be purchased: Cost of Swim for Life Swim Program as per Strathcona County Recreation and bus costs by transportation. Swim for Life Lessons \$46.96 each and bus \$14.00 for 8 lessons = \$60.96 on a cost recovery basis

Surplus/Deficit Handling Plan: The surplus would be applied to offset swimming lesson costs for grade 1 to 4 students who are in financial need. Deficit will be covered by the school.