

Project Plan Summary



Madonna Catholic School

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Principal: Arlene Littlemore

Project name:	Agenda
Person responsible:	Roberts, Lori
Purpose and timelines:	Agendas are purchased by the school and provided to students in grades 2 to 4. 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:	The cost of the agenda including shipping.
Surplus/Deficit Handling Plan:	Used for students in need or deficit will be carried forward/absorbed by the school.

Project name:	Alberta Emerald Foundation Grant
Person responsible:	Matheson, Sherry
Purpose and timelines:	A Grant Application was submitted in early September 2015 by Mrs. Matheson. A report is due back to the Grant provider within 3 months of cheque arrival.
Revenue to collect:	Grant monies received
Items/Services to be purchased:	A composter and possibly a water barrel - if money permits composting medium.
Surplus/Deficit Handling Plan:	There will be no surplus/deficit

Project name:	Alien In Line Skating
Person responsible:	Littlemore, Arlene
Purpose and timelines:	A letter will be sent home to parents explaining the Alien In Line Skating Program and the fee required.
Revenue to collect:	PSC has been asked to support this project financially and any shortfall will be collected from students.

Items/Services to be purchased:	The costs of the facilitator and equipment for this week long learn to inline skate program.
Surplus/Deficit Handling Plan:	Remaining funds will be used towards another school wide activity for students.
Project name:	Angelmans Syndrome
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	To fundraise money for the purchase of a wagon/sled to be used by students who have mobility problems. It will be available in the February 2016 newsletter and on the website calendar as an activity. The follow-up information will be available in the Jan newsletter (amount raised - what was purchased)
Revenue to collect:	Popcorn sale to be held February 17th for students - \$2.00/bag and private donations accepted
Items/Services to be purchased:	Popcorn, bags for popcorn, sled/wagon.
Surplus/Deficit Handling Plan:	Surplus to be used on extra playground equipment. Deficit - Madonna Catholic School will cover any deficit.
Project name:	Apple Schools
Person responsible:	Harmata, John
Purpose and timelines:	A letter was sent to the business community requesting donations to support healthy nutrition and physical activities at Madonna Catholic School i.e. Baseball Fundamentals or When Soccer Comes to School.
Revenue to collect:	Donations from businesses
Items/Services to be purchased:	Healthy foods and activities/equipment for all students at Madonna Catholic School.
Surplus/Deficit Handling Plan:	Carried forward to next year.
Project name:	Art/Special Project 1K
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	Parents will be notified weekly/monthly about classroom activities and special projects that will require art materials.
Revenue to collect:	A set one time fee is applied to the accounts of grade 1K students in ACORN in September which is estimated to cover the school year.
Items/Services to be purchased:	Items needed for special projects and everyday classroom materials (i.e. rewards, name tags, Mother's/Father's Day projects) will be purchased.
Surplus/Deficit Handling Plan:	Any surplus will go towards a year end party. Any deficit will be absorbed by the classroom teacher.
Project name:	Art/Special Project 1M
Person responsible:	Mittelsteadt, Sharon

Purpose and timelines:	Parents will be notified weekly/monthly about classroom activities and special projects that will require materials.
Revenue to collect:	A set one time fee is applied to the accounts of grade 1M students in ACORN in September which is estimated to cover the school year.
Items/Services to be purchased:	Materials will be purchased for special projects and classroom materials (i.e. rewards, name tags, Mother's/Father's Day projects)/
Surplus/Deficit Handling Plan:	Any surplus will go towards a year end party and any deficit will be absorbed by the classroom teacher.
Project name:	Bibles - Grade 4
Person responsible:	Roberts, Lori
Purpose and timelines:	A bible is given to all grade 4 students at the school mass and becomes their personal bible to keep.
Revenue to collect:	A fee is collected to cover the cost of the bible.
Items/Services to be purchased:	The bible is purchased.
Surplus/Deficit Handling Plan:	Fund surplus/deficit will be carried forward.
Project name:	Book Fair
Person responsible:	Mishio, Leona
Purpose and timelines:	The school newsletter will inform parents of the Book Fair and it's purpose.
Revenue to collect:	The school receives a credit based on the total % of sales with the book fair company.
Items/Services to be purchased:	The credit will be used to purchase items for the Madonna Catholic School library.
Surplus/Deficit Handling Plan:	All credits are used to purchase books in that school year.
Project name:	BP Energy Grant
Person responsible:	Matheson, Sherry
Purpose and timelines:	Mrs. Matheson was successful in her application to BP Energy for a grant for the 2015-2016 school year.
Revenue to collect:	A grant was received from BP Energy.
Items/Services to be purchased:	The grant is for grade two students to explore alternative energy sources.
Surplus/Deficit Handling Plan:	All funds will be spent as per the grant application specifications.
Project name:	Christmas Concert/Terry Fox
Person responsible:	Lori Roberts

Purpose and timelines:	The project is announced in the September school newsletter and posted on the school website to happen on Sept 24th. Silver collection the night of the Christmas Concert and DVD purchases of the Christmas Concert can be purchased. It was announced in the newsletter and signs will be displayed beside Silver Collection container.
Revenue to collect:	Parents/children donate a dollar participate in the run. Silver Collection is a donation and DVD is available to be purchased at \$10.00 each
Items/Services to be purchased:	All funds donated will be forwarded to the Terry Fox Foundation. Silver Collection will be used to pay for sound system/music/ and other concert needs as required. DVD of concert will be provided to those who purchased it.
Surplus/Deficit Handling Plan:	All funds forwarded for Terry Fox Run. Silver Collection - all used towards Christmas Concert DVD Cost - any surplus will go towards Student in Need or other School wide expenses.

Project name:	Coca Cola Bottling Commission
Person responsible:	Roberts, Lori
Purpose and timelines:	A commission cheque is received from Coca Cola based on sales through water/juice machine.
Revenue to collect:	A commission cheque will be sent to Madonna Catholic School by Coca Cola.
Items/Services to be purchased:	Funds will be used to supplement student costs for field trips, art supplies and school supplies as required.
Surplus/Deficit Handling Plan:	Any balance would be carried forward to be used for students next year.

Project name:	District Material Fees
Person responsible:	Roberts, Lori
Purpose and timelines:	An annual per student fee is established by EICS to offset the cost of prescribed textbooks and other print instructional materials used by students. This fee is published on the EICS website under Student Fees per the EICS 2015/2016 Fee Schedule. It is recognized that there may be a need to levy a fee for specific activities or functions.
Revenue to collect:	District Material Fee is applied to students in grades 1 to 4 as per the EICS 2015/2016 Fee Schedule.
Items/Services to be purchased:	Textbooks and other printed instructional materials and supplies for students use.
Surplus/Deficit Handling Plan:	Balances will be carried forward. Deficit will be absorbed by the school.

Project name:	Donation - Discretionary
Person responsible:	Roberts, Lori
Purpose and	Parents are offered the option to donate to students in need through field trip/event information letters sent home with students throughout the school year. The donated funds received are applied to field trip and

timelines:	school event fees for students of families experiencing financial difficulties.
Revenue to collect:	Donations are received from parents.
Items/Services to be purchased:	Will be applied to field trip/school events costs as needed by students throughout the school year.
Surplus/Deficit Handling Plan:	Any balance will be carried forward to the next school year.
Project name:	Earth Club/WWF
Person responsible:	Mittelsteadt, Sharon
Purpose and timelines:	Information will be communicated in the school newsletter advising of activities the Earth Club will undertake to raise funds for donation to the WWF/Humane Society or the SPCA.
Revenue to collect:	Funds donated by students and parents.
Items/Services to be purchased:	Funds will be donated to SPCA/Humane Society and World Wildlife Foundation.
Surplus/Deficit Handling Plan:	No funds are left over - all are donated.
Project name:	ECS
Person responsible:	Jacobs, Janine
Purpose and timelines:	Parents are informed at the beginning of the year that fee requested will cover all kindergarten field trips/in class presentations and ELO consumables.
Revenue to collect:	A fee will be applied to students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	ELO consumables/program costs and transportation costs to programs.
Surplus/Deficit Handling Plan:	Any surplus will be used for year end celebration.
Project name:	Evidence of Learning Binder
Person responsible:	Roberts, Lori
Purpose and timelines:	Parents will be advised by their child's teacher if an Evidence of Learning binder will be used and the purpose of that binder. Once purchased, the binder will be reused yearly by that student.
Revenue to collect:	A fee will be applied to the student's account in ACORN.
Items/Services to be purchased:	The binder will be purchased.
Surplus/Deficit Handling Plan:	Balances will be carried forward.

Project name:	Field Trip 1K
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 1K.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
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Project name:	Field Trip 1M
Person responsible:	Mittelsteadt, Sharon
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 1M.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
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Project name:	Field Trip/Special Projects 2M
Person responsible:	Matheson, Sherry
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 2M.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
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Project name:	Field Trip/Special Projects 2T
Person responsible:	Thompson, Kimberly
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 2T.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.

Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects
Project name:	Field Trip/Special Projects 3NP
Person responsible:	Nay, Laurel
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 3NP.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
Project name:	Field Trip/Special Projects 4LH
Person responsible:	Lockhart, Jenna
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 4LH.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
Project name:	Field Trip/Special Projects 4S
Person responsible:	Starko, Stephanie
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 4S.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
Project name:	Field Trips 3L
Person responsible:	Lampka, Laura
	An explanation of the purpose of each field trip/project will be

Purpose and timelines:	communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 3L.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.
Project name:	General
Person responsible:	Littlemore, Arlene
Purpose and timelines:	To be used for non-specific items as they arise over the year.
Revenue to collect:	Fees to parent.
Items/Services to be purchased:	Items as communicated with parents.
Surplus/Deficit Handling Plan:	Any balance will be carried forward to the next school year.
Project name:	Message Pouch
Person responsible:	Roberts, Lori
Purpose and timelines:	A message pouch is used by students as a means to carry papers back and forth between home and school. This pouch is re-used by students yearly.
Revenue to collect:	A fee paid by parents of children who receive a pouch.
Items/Services to be purchased:	The message pouch is purchased with the funds paid.
Surplus/Deficit Handling Plan:	Any surplus/deficit will be carried forward to the next year.
Project name:	Noon Hour Supervisor
Person responsible:	Littlemore, Arlene
Purpose and timelines:	A fee is required to cover the salary of Noon Hour Supervisors and is applied to students' accounts in grades 1 through 4 in September.
Revenue to collect:	Fee charged to parents. (Estimate based on previous year actual cost)
Items/Services to be purchased:	Cost of wages for Noon Hour Supervisors.
Surplus/Deficit Handling Plan:	Surplus/deficit to be carried over to next year.
Project name:	Recorder
Person responsible:	Dyck, Karen

responsible:

Purpose and timelines: A recorder is needed by students in grade 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 fee 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.

Surplus/Deficit Handling Plan: Surplus/deficit if nominal will be carried forward to next year.

Project name: Recycle 1MK

Person responsible: Kuchmak, Cheryl

Purpose and timelines: Parents will be notified via classroom newsletter or verbally that juice boxes etc. will be recycled on behalf of the grade one students.

Revenue to collect: Juice boxes or other refundable items will be returned to the bottle depot for a refund.

Items/Services to be purchased: Classroom projects/supplies will be purchased by grade one teachers

Surplus/Deficit Handling Plan: No surplus is expected and teachers will absorb any deficit.

Project name: Recycle 2M

Person responsible: Matheson, Sherry

Purpose and timelines: Parents will be notified through Mrs. Matheson that juice boxes etc. will be recycled on behalf of the grade two students.

Revenue to collect: Juice boxes and other refundables will be returned to the bottle depot for refund.

Items/Services to be purchased: Bottle depot money will be used to purchase items for the grade 2 classroom as needed.

Surplus/Deficit Handling Plan: No surplus/deficit anticipated but if so will be carried forward to next year.

Project name: Social Committee

Person responsible: Kuchmak, Cheryl

Purpose and timelines: This is an opening balance carried forward from the Sunshine Fund run for staff with monies collected from staff.

Revenue to collect: Opening balance from staff who were in charge as per bank stmt

Items/Services to be purchased: going away/retirement/special occasion flowers and small gifts when ill

Surplus/Deficit Handling Plan: balance to be carried forward

Project name: Sort & Transfer Book

Person responsible:	Roberts, Lori
Purpose and timelines:	The Sort & Transfer book is to be provided to student by the teacher.
Revenue to collect:	A fee will be applied to the students account in ACORN.
Items/Services to be purchased:	The cost of the Sort & Transfer book.
Surplus/Deficit Handling Plan:	Carried forward.
Project name:	Supplies/Consumable on Hand
Person responsible:	Roberts, Lori
Purpose and timelines:	A small supply of extra consumables as determined by teachers are kept at the school for new students to purchase as they enroll throughout the school year.
Revenue to collect:	The cost of the supplies/consumables used by a student will be charged to their account in ACORN.
Items/Services to be purchased:	The cost of the supply/consumable as specified by the students teacher will be covered.
Surplus/Deficit Handling Plan:	Will be carried forward to the next school year.
Project name:	Swimming Lessons Grd 1 to 4
Person responsible:	Harmata, John
Purpose and timelines:	A letter is sent home with students to inform parents of the swimming program dates/times and costs.
Revenue to collect:	Fee of Red Cross Program and bus to be applied to students' accounts in ACORN for parents to pay.
Items/Services to be purchased:	Cost of Red Cross Swim Program as per Strathcona County Recreation and bus costs by transportation.
Surplus/Deficit Handling Plan:	Surplus would be applied to other school activities provided for grade 1 to 4 students or students in need.
Project name:	Workbooks/Consumables 1K
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	Specific school supply items are pre-purchased by the school and supplied to all grade 1K students.
Revenue to collect:	A fee for the cost of the supplies is to be applied to the students' account in ACORN.
Items/Services to be purchased:	Items are supplied for the student by the school as specified by the teacher: 3 ea 1/2 & 1/2 scribblers/a Interlined scribbler/coil scrapbook/Math Makes sense workbook/photocopy/Sort and Transfer Book/My Writing Dictionary Book

Surplus/Deficit
Handling Plan: To be applied to other 1K projects.

Project name: Workbooks/Consumables 1M

Person
responsible: Mittelsteadt, Sharon

Purpose and
timelines: Specific school supply items are pre-purchased by the school and supplied to all grade 1M students.

Revenue to
collect: The cost of the supplies is to be collected from parents.

Items/Services to
be purchased: Items are supplied for the student by the school as specified by the teacher:
6 interlined scribblers/ a 1/2 & 1/2 scribbler/2 coil scrapbooks/Math
Makes Sense workbook/photocopy/Sort & Transfer Book/Writing
Dictionary.

Surplus/Deficit
Handling Plan: To be applied to other grade 1M projects.

Project name: Workbooks/Consumables 2M

Person
responsible: Matheson, Sherry

Purpose and
timelines: Specific school supply items are pre-purchased by the school and supplied to all grade 2M students.

Revenue to
collect: A fee for the cost of the supplies is to be applied to the students' account in ACORN.

Items/Services to
be purchased: Items are supplied for the student by the school as specified by the teacher:
blank scribbler/ 1/2 & 1/2 scribbler/ lined scribbler/photocopying

Surplus/Deficit
Handling Plan: To be applied to other 2M projects.

Project name: Workbooks/Consumables 2T

Person
responsible: Thompson, Kimberly

Purpose and
timelines: Specific school supply items are pre-purchased by the school and supplied to all grade 2T students.

Revenue to
collect: A fee for the cost of the supplies is to be applied to the students' account in ACORN.

Items/Services to
be purchased: Items are supplied for the student by the school as specified by the teacher:
blank scribbler/1/2 & 1/2 scribbler/lines scribbler/clear page
protectors/photocopy

Surplus/Deficit
Handling Plan: To be applied to other 2T projects.

Project name: Workbooks/Consumables 3L

Person
responsible: Lampka, Laura

Purpose and
timelines: Specific school supply items are pre-purchased by the school and supplied to all grade 3L students.

Revenue to
A fee for the cost of the supplies is to be applied to the students' account in

collect:	ACORN.
Items/Services to be purchased:	Items are supplied for the student by the school as specified by the teacher: Write Traits workbook/poly envelope/photocopy
Surplus/Deficit Handling Plan:	To be applied to other 3L projects.
Project name:	Workbooks/Consumables 3NP
Person responsible:	Nay, Laurel
Purpose and timelines:	Specific school supply items are pre-purchased by the school and supplied to all grade 3NP students.
Revenue to collect:	A fee for the cost of the supplies is to be applied to the students' account in ACORN.
Items/Services to be purchased:	Items are supplied for the student by the school as specified by the teacher: Write Traits workbook/Poly envelope/photocopy
Surplus/Deficit Handling Plan:	To be applied to other 3NP projects.
Project name:	Workbooks/Consumables 4LH
Person responsible:	Lockhart, Jenna
Purpose and timelines:	Specific school supply items are pre-purchased/provided by the school and supplied to all grade 4LH students.
Revenue to collect:	A fee for the cost of the supplies is to be applied to the students' account in ACORN.
Items/Services to be purchased:	Items are supplied for the student by the school as specified by the teacher: photocopy
Surplus/Deficit Handling Plan:	To be applied to other 4LH projects.
Project name:	Workbooks/Consumables 4S
Person responsible:	Starko, Stephanie
Purpose and timelines:	Specific school supply items are pre-purchased by the school and supplied to all grade 4S students.
Revenue to collect:	A fee for the cost of the supplies is to be applied to the students' account in ACORN.
Items/Services to be purchased:	Items are supplied for the student by the school as specified by the teacher: clear page protectors/photocopy
Surplus/Deficit Handling Plan:	To be applied to other 4S projects.
Project name:	Write-On Stationery Commission
Person responsible:	Roberts, Lori
Purpose and timelines:	Parents are offered the option through our June newsletter/school website of ordering school supplies through this company. Madonna Catholic

	School receives a commission based on the total order value.
Revenue to collect:	Commission cheque received from Write-On Stationery Supplies.
Items/Services to be purchased:	Funds are used to supplement student costs for field trips, art supplies and school supplies as required.
Surplus/Deficit Handling Plan:	Any balance would be carried forward to the next school year.

Project name:	Writing Dictionaries
Person responsible:	Roberts, Lori
Purpose and timelines:	A supply provided for students as specified by their teacher
Revenue to collect:	A fee will be applied to the students account in ACORN.
Items/Services to be purchased:	The cost of the Writing Dictionary will be offset.
Surplus/Deficit Handling Plan:	Carried forward to next year.

Project name:	Young Authors Conference
Person responsible:	Starko, Stephanie
Purpose and timelines:	An info letter will be sent home to the parents of students who have been selected to attend the conference. An amount will be charged to the students attending to cover the cost of conference fees and materials.
Revenue to collect:	Fees charged to students selected to attend the conference.
Items/Services to be purchased:	Conference fees and material costs.
Surplus/Deficit Handling Plan:	Remaining funds would be returned to parents.