

Project Plan Summary



St. Martin's Catholic School

4314 - 54A Avenue

Vegreville, AB

T9C 1C8

Phone: 780-632-2266

Fax: 780-632-6886

Principal: Mr. Dan Coles

| | |
|---------------------------------|---|
| Project name: | Academy Programs |
| Person responsible: | Dubuc, Simone |
| Purpose and timelines: | School fee breakdown provided on powerschool parent portal or upon request. These funds will support teachers in creating learning opportunities within the context of their Academy Program - Recreation and Leadership, Fine Arts, or Digital Design and Communication. |
| Revenue to collect: | Online payments, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Surplus/Deficit Handling Plan: | |

| | |
|---------------------------------|--|
| Project name: | Alternative Environment |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | Expressing needs of the school or projects the school is aspiring to. The materials purchased will offer student increasing "Voice and Choice" in their learning environments. |
| Revenue to collect: | Donations/ grants. |
| Items/Services to be purchased: | Materials, and/or furniture to enhance our schools learning environment. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward. Information available to stakeholders upon request. |

| | |
|---------------------------------|--|
| Project name: | Book Fair |
| Person responsible: | Lane-Robinson, Lesley |
| Purpose and timelines: | Book fairs are usually twice a year. In school advertising as well as email communication with dates and times are provided to stakeholders. |
| Revenue to collect: | Cash, debit, credit card. |
| Items/Services to be purchased: | Books and resources. |
| Surplus/Deficit Handling Plan: | Money collected is directly related to items purchased, no surplus. |

| | |
|------------------------|---|
| Project name: | Bussing |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | Cost of transportation is associated with field trips (information re field trip expense is sent home with student(s)), maintenance, and insurance. |
| Revenue to collect: | Online payment, cash, cheques, made payable to St. Martins Catholic School. Donations. |

| | |
|---------------------------------|--|
| Items/Services to be purchased: | Funds are used for bus maintenance, fuel, and insurance. |
| Surplus/Deficit Handling Plan: | Surplus (from donations) used at the discretion of principal, or carried forward. Surplus would not reflect field trips. Information available to stakeholders upon request. |
| Project name: | Canteen |
| Person responsible: | Sorochan, Melanie |
| Purpose and timelines: | The Canteen is optional to students/parents, price list of items are listed in the canteen. |
| Revenue to collect: | Cash |
| Items/Services to be purchased: | Items are directly related to cost |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of assistant principal. Some surplus will be carried over as a float/reserve. Information available to stakeholders upon request. |
| Project name: | District Material |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School fee breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheque, made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Operational school expenses, office supplies. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | DIV 1 Agenda Books |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fee breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martins Catholic School. |
| Items/Services to be purchased: | Cost in directly related to agenda books. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal, or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | DIV 2 Agenda Books |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fee breakdown provided on power school parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques, made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Cost in directly related to agenda books. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal, or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Donations |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | If substantial donations are received we mention donation in our newsletter and/or newsletter. |

| | |
|---------------------------------|--|
| Revenue to collect: | Cash, cheque. |
| Items/Services to be purchased: | Unless ear marked by donator, or grant money with specified use monies are used at principals discretion. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal, or carried forward. Information available to stakeholders upon request. |
| Project name: | ECS Field Trips |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fee breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Funds will be used for transportation, and directly related cost associated with cost of field trip. |
| Surplus/Deficit Handling Plan: | Surplus used for busing expenses (see busing project plan), or carried forward. Information available to stakeholders upon request. |
| Project name: | ECS Kanga Pouches |
| Person responsible: | Cowle, Erin |
| Purpose and timelines: | School Fee breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Funds are directly related to cost of kanga pouches. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | ECS Noon Hour Supervision Fee |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School fee breakdown provided on powerschool parent portal, or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Funds used to provide paid noon hour supervisor |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | ECS Other |
| Person responsible: | Zacharkiw, Cheryl |
| Purpose and timelines: | This project is intended for funds coming into the program from donations, or other non fee sources. |
| Revenue to collect: | Cash, cheques. |
| Items/Services to be purchased: | Funds will be spent on materials/items for the ECS program. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | ECS Supplies |
| Person responsible: | Zacharkiw, Cheryl |
| Purpose and timelines: | School Fee breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheque, made payable to St. Martin's Catholic School. |

| | |
|---------------------------------|--|
| Items/Services to be purchased: | Funds will be spent on supplies for the ECS program. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Field Trips Gr 1 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fees breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Funds will be used for costs directly related to field trips. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Field Trips Gr. 2 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fees breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Funds will be used for costs directly related to field trips. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Field Trips Gr. 3 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fees breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Funds will be used for costs directly related to field trips. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Field Trips Gr. 4 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fees breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Funds will be used for costs directly related to field trips. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Field Trips Gr. 5 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fees breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to | |

| | |
|---------------------------------|---|
| be purchased: | Funds will be used for costs directly related to field trips. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Field Trips Gr. 6 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fees breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheques made payable to St. Martin's Catholic School. |
| Items/Services to be purchased: | Funds will be used for costs directly related to field trips. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Float/Reserve |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | No cost to stakeholders. |
| Revenue to collect: | None |
| Items/Services to be purchased: | Funds will be used at principals discretion. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward. Information available to stakeholders upon request. |
| Project name: | Fundraising |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | Any fundraising events held will be communicated to stakeholders via email, letter home, possibly permission form. The deatils of the fundraising event will be clearly communicated. |
| Revenue to collect: | Cash, cheques. |
| Items/Services to be purchased: | Funds will be used as per fundraising efforts communicated. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | General |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | No funds collected. |
| Revenue to collect: | N/A |
| Items/Services to be purchased: | Funds will be used as per principal discretion. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward. Information available to stakeholders upon request. |
| Project name: | Hot Dog Days |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | Hot dog forms are sent home, stakeholders have the option to order. This program runs through out the school year. |
| Revenue to collect: | Cash, cheques made payable to St. Martin's Catholic School. |

Items/Services to be purchased: Hot dog supplies, including condiments.

Surplus/Deficit Handling Plan: Surplus used to supplement field trips for ECS to Gr. 6, divided per student, minus funds used to provide student hardship cases. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Junior University

Person responsible: Sorochan, Melanie

Purpose and timelines: School Fee breakdown provided on power school parent portal or upon request.

Revenue to collect: Online payment, cash, cheques, made payable to St. Martin's Catholic School.

Items/Services to be purchased: Revenue will go directly towards programming fees or materials for junior university.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Library

Person responsible: Lane-Robinson, Lesley

Purpose and timelines: Lost book fees, an invoice would be issued to stakeholder.

Revenue to collect: Online payment, cash, cheques made payable to St. Martin's Catholic School.

Items/Services to be purchased: Books.

Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Milk Program

Person responsible: Cheremshynski, Jennifer

Purpose and timelines: A form is sent to stakeholders explaining the project, stakeholders have the option to purchase milk through the school.

Revenue to collect: Cash or cheques made payable to St. Martin's Catholic School.

Items/Services to be purchased: Milk

Surplus/Deficit Handling Plan: Surplus used for equipment for school, or carried forward. Information available to stakeholders upon request.

Project name: Music Program

Person responsible: Yaremko, Bridget

Purpose and timelines: If consumable items need to be purchased by stakeholders a form will be sent home with information and associated fee.

Revenue to collect: Online payment, cash, cheques made payable to St. Martin's Catholic School.

Items/Services to be purchased: Funds will be directly associated with cost of item(s).

Surplus/Deficit Handling Plan: Surplus used at the discretion of person responsible or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Reimbursements

Person responsible: Dumont, Joseph

Purpose and timelines: To reimbursement volunteers for cost associated with direct involvement with the school/students, eg: drivers abstracts for volunteer bus drivers, criminal record checks.

| | |
|---------------------------------|---|
| Revenue to collect: | Donations |
| Items/Services to be purchased: | Reimbursements. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward. Information available to stakeholders upon request. |
| Project name: | Saints Clothing |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | Stakeholders have an option of purchasing Saints apparel. |
| Revenue to collect: | Cash, cheques made payable to St. Martin's catholic School. |
| Items/Services to be purchased: | Clothing/apparel. |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal or carried forward. Information available to stakeholders upon request. |
| Project name: | School Owened Chromebooks |
| Person responsible: | Dubuc, Simone |
| Purpose and timelines: | Options will be communicated through PowerSchool, and/or electronic option communication. |
| Revenue to collect: | Cheques, Cash, Poweschool payment. |
| Items/Services to be purchased: | School Owned Chromebook (student would have access to a Chromebook anytime during the day, but this Chromebook would stay at school). |
| Surplus/Deficit Handling Plan: | Will be at Principals discretion. |
| Project name: | Special Art Supplies Gr 1 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fee breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheque, made payable to St Martins Catholic School. |
| Items/Services to be purchased: | Special art supplies for student projects, eg, Mothers/Fathers Day |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Special Art Supplies Gr 2 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fee breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheque, made payable to St Martins Catholic School. |
| Items/Services to be purchased: | Special art supplies for student projects, eg, Mothers/Fathers Day |
| Surplus/Deficit Handling Plan: | Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request. |
| Project name: | Special Art Supplies Gr 3 |
| Person responsible: | Dumont, Joseph |
| Purpose and timelines: | School Fee breakdown provided on powerschool parent portal or upon request. |
| Revenue to collect: | Online payment, cash, cheque, made payable to St Martins Catholic School. |

Items/Services to be purchased: Special art supplies for student projects, eg, Mothers/Fathers Day
Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 4
Person responsible: Austin, Vanessa
Purpose and timelines: School Fee breakdown provided on powerschool parent portal or upon request.
Revenue to collect: Online payment, cash, cheque, made payable to St Martins Catholic School.

Items/Services to be purchased: Special art supplies for student projects, eg, Mothers/Fathers Day
Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 5
Person responsible: Dumont, Joseph
Purpose and timelines: School Fee breakdown provided on powerschool parent portal or upon request.
Revenue to collect: Online payment, cash, cheque, made payable to St Martins Catholic School.

Items/Services to be purchased: Special art supplies for student projects, eg, Mothers/Fathers Day
Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Special Art Supplies Gr 6
Person responsible: Dumont, Joseph
Purpose and timelines: School Fee breakdown provided on powerschool parent portal or upon request.
Revenue to collect: Online payment, cash, cheque, made payable to St Martins Catholic School.

Items/Services to be purchased: Special art supplies for student projects, eg, Mothers/Fathers Day
Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward. Surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Specialty Project Supplies
Person responsible: Dumont, Joseph
Purpose and timelines: School Fee breakdown provided on power school parent portal or upon request.
Revenue to collect: Online payment, cash, cheques, made payable to St. Martin's Catholic School.

Items/Services to be purchased: Cost in directly related to Specialty Project Supplies.
Surplus/Deficit Handling Plan: Surplus used at the discretion of principal, or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Student Government
Person responsible: Dumont, Joseph
Purpose and timelines: No fee.

Revenue to collect: Donations.

Items/Services to

be purchased: Materials, resources, activities relating to student government.
Surplus/Deficit Handling Plan: Surplus used at the discretion of principal or carried forward, surplus would be minimal if any. Information available to stakeholders upon request.

Project name: Technology
Person responsible: Dumont, Joseph
Purpose and timelines: No fee.
Revenue to collect: Donations/grants.
Items/Services to be purchased: Technology equipment for St. Martin's School.
Surplus/Deficit Handling Plan: Any surplus will be carried forward.

Project name: Track and Field
Person responsible: Sorochan, Melanie
Purpose and timelines: Parents/guardians will receive information home describing costs.
Revenue to collect: Cash, Cheque, acorn fee
Items/Services to be purchased: Costs associated with track and field expences
Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward and/or used at principals discretion