



Christ the King FSA Meeting Agenda

December 5, 2019

6:30pm - 7:15pm

Board
Members

Regina Joiner, President; Chelsie Pierce, Vice-President; Brandy McKeown, Secretary; Cindy Lankenau, Treasurer; Colleen Webb, Head Room Mom; Rita Burge, New Family Coordinator

Notes from Mrs Engelhardt's Slides

2019-2020

- Received a \$64,500 grant
- Opportunity to address maintenance issues over next two years
- Increased the school population by 20 students
- Plan is to grow the school from the bottom by one class until we have two classes per grade up to 5th grade

Tuition Rate 2020-2021

- 3% Increase
- \$35 Increase for Registration
- In Parish one child net increase \$150 per year

Campus Improvements/Future Needs at CTK

- Restore lawn in front of Kingdome
- Repair sound system (\$12,000)
- Purchase screen & projector (\$30,000)
- Repair/renovate bathrooms - no quotes as of yet

Air Conditioning Replacement

- Our AC company recommended for us to budget to replace 5 units, each of which were installed in 1987. Estimated cost \$51,312.

Electrical Grounding Issues

- Repair camera system that projects into office \$1600
- Ground Fire Panel and Electrical Doors \$825
- Fire Alarm Surge Protector \$1535
- Connect an electronic disconnect for gate to office

Window Replacement Cost

- Still no progress

Old Business

1st Annual Ravens Run. Thank you to everyone that supported this event! We brought in over \$10,000 in donations. That is amazing! I hope the kids enjoyed the event. The kids enjoyed doughnuts on Tuesday and will get Kona Ice on Monday.

Poker Night. While this was not an FSA sponsored event, it netted close to \$19,000. I encourage people to invite coworkers, friends, etc, to the event next year.

Trunk or Treat. Thank you to all of the families that came out to Trunk or Treat with us. It was our biggest group yet! Thank you for your patience in getting into the event. We have discussed ways to make improvements for next year. We are looking for some to coordinate this event next year. If you love Halloween, this event is for you!

New Business

Folio Weekly. Our secret is out! We were honored as the Best Private School by Folio Weekly. This is our second year in a row!

Offertory Signup for 9am Mass. If you haven't been to this Mass yet, it is a great one to come to! Children's Liturgy is offered during the Liturgy of the Word, and then doughnuts are served in the Shirley David Hall. Third Grade families are assigned for the month of December. 4th Grade families are assigned for January.

BoxTops. As a reminder, clipped BoxTops are slowly being phased out but are still accepted. They are moving everything to a mobile platform where you just need to scan your receipts. Download the app and start using it today! The next submission date is March 1st.

Volunteer Hours. We have added a system where you can enter hours on-line from activities completed outside of school hours or outside of any organized FSA event. Beginning January 1, 2020, you will be responsible for entering all of your hours into the system. Once hours are entered, they are submitted to the appropriate person to approve. Then we will send out a letter each quarter to give you an update.

Scrip. Since the beginning of school, we have had 18 families use scrip with 6 families making up most of that count. They have raised \$1465 that will go back to the school.

Volunteer Opportunities.

December 10th - 8am. Sort food for St. Vincent de Paul baskets.

December 12th - Bake goodies to sell for the Christmas concert. Deliver to office by noon.

December 13th - Christmas Boutique. 8am-2pm. Stay for as long or as little as you like.

February 7th - Planning for Father/Daughter dance

Don't forget to use Amazon Smiles for your holiday shopping! Search for "Christ the King Jacksonville" and select "Nocturnal Adoration Society Christ the King Church" as your charity.

Dates to Note

December 12	Christmas Concert 7pm, Kingdome
December 13	Christmas Boutique, Kingdome
December 20	Last day to order yearbooks for \$35
December 23-Jan 6	Christmas Break
January 20	MLK Holiday
January 26-31	Catholic Schools Week
January 31	Lip Sync Battle, 8pm
February 7	Father-Daughter Dance
February 14	SCHOOL DAY - previously noted as holiday

February 17	President's Holiday
February 20	FSA Meeting
February 23	Icemen Hockey Family Outing, 3pm

Volunteer Hours - Frequently Asked Questions

How many hours are required per year?

Each family is required to complete 20 hours of documented service to Christ the King School related activities. Parents may opt to pay a \$250 fee to waive the service-hour commitment. For this option, please submit payment on the school website or on the link below. Money collected here will go directly to a specific need predetermined by the FSA board and administration to benefit both the school and students.

www.ctkschooljax.com

How can I volunteer?

There are various committees and opportunities to volunteer throughout the year. You can serve at home, on campus or through certain Church ministries. You are also able to bring in FSA requested donations for hours.

Do donated items to the school count as volunteer hours?

You can receive one service hour per \$10 of donated items for a specific event. For service hours to be credited for items purchased for the benefit of FSA, you will need to submit your receipts to Cindy Lankenau, FSA Treasurer, in the FSA mailbox in the front office.

How do I get credit for my volunteer hours?

All hours need to be submitted by our online form starting January 1, 2020. This includes hours on campus. There will be an iPad at the computer when you check out. All hours must be submitted within 30 days of service for credit. For example, you will not be able to submit hours in February for service completed in October. The form can be found at ctkschooljax.com/fsa.

Can I bring my other child while I volunteer?

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, siblings are not allowed to accompany parent volunteers to school. Should you have any questions, please feel free to email the FSA at fsa@ctkschooljax.com.

How can I volunteer?

Below are a few ways to earn your volunteer hours, both in the school and church. In order to volunteer directly with children in the classroom or assist on a field trip, the Diocese of St. Augustine requires all school volunteers to complete fingerprints and a background check application, along with the Protecting God's Children workshop. A certificate of completion from the workshop must be given to the school office as evidence of attendance and completion. After identifying a volunteer opportunity that works for your family, contact the committee chair, your homeroom parent, or FSA board member to get involved.

Athletic Coaches	Fundraiser Gala	School Supply Sale
Beautification of Grounds	Ravens Run Fundraiser	Assist Scouting & Youth Programs at CTK
Coke Give Assistance (At Home)	SCRIP Program	Sharpen Our Skills (At Home)
Catholic Schools Week	Homeroom Parent	Hospitality/Teacher Appreciation
Coffee and Doughnut Ministry	Mother-Son Event	Trunk or Treating
Church Gift Shop	Movie Night	Used Book Sale
Classroom Help	Picture Day	Vision Screening
Father-Daughter Event	Recycle Program	
Family Nights Fundraisers at local Restaurants	Sacrament Receptions	

2019-2020 FSA Financial Report

<u>Event/Project</u>	<u>Type</u>	<u>Item</u>	<u>Vendor</u>	<u>Amount</u>
		Starting Balance		\$0.00
Total				\$0.00
Admin	Expense	Square reader	Squareup	-\$52.43
Admin Total				-\$52.43
Amazon Smile	Income	Amazon from July 1-sept 30	Amazon	\$28.68
Amazon Smile Total				\$28.68
Back to School Movie Night	Expense	37 bags Popcorn Publix/ 2 scoops	Publix	-\$94.72
		Drinks and candy	Sam's	-\$114.13
	Income	Back to School Movie Night Deposit		\$491.65
Back to School Movie Night Total				\$282.80
Boo Hoo Breakfast	Expense	Breakfast Tray, OJ, Muffins	Sam's	-\$32.94
		Coffee	Panera	-\$37.47
Boo Hoo Breakfast Total				-\$70.41
BoxTops	Income	Box Tops	BoxTops	\$137.80
BoxTops Total				\$137.80
Cheer Loan	Expense	Mirror for cheer room	Lee & Cates Glass	-\$2,438.00
	Income	Cheer Athletic Fee	CTK Cheerleading	\$70.00
		Cheer Coach Stipend	CTK Cheerleading	\$600.00
		Spirit Dance Deposit	CTK Cheerleading	\$890.00
Cheer Loan Total				-\$878.00
Classroom Supply Closet	Expense	Organizing Boxes, Labels, Stool, Pencil Baskets, Sharpener	Target	-97.71
	Income	Classroom Supply Closet Donation	PayPal	\$81.63
Classroom Supply Closet Total				-\$16.08
Coca Cola Gives	Income	Coke Gives donation	Coca Cola	\$36.08
Coca Cola Gives Total				\$36.08
Day of Service	Expense	Day of Service water/food	Sam's	-\$80.07
Day of Service Total				-\$80.07
Facilities Improvement	Expense	Picnic table/benches	Treetop products	-\$4,125.95
		Wireless Doorbell for Gym	Amazon	-\$35.99
	Income	refund on outdoor table	Treetop Products	\$358.43
Facilities Improvement Total				-\$3,803.51
Family Night	Income	Family Night Deposit	Panera	\$183.78
Family Night Total				\$183.78
FSA closet	Expense	FSA closet bins	Walmart	-\$46.87
FSA closet Total				-\$46.87

Orientation	Expense	100 Yellow Folders @ \$.13	Target	-\$13.00
		Lunch for Orientation	Sam's	-\$156.01
		Water	Sam's	-\$11.92
Orientation Total				-\$180.93
Ravens Run	Expense	1250 feet, 300 4" chains	Fitness Finders	-\$102.38
		16 dozen certificates	Krispy Kreme	-\$160.00
		3 pk quaker bars, 3 fruit snacks	Sams	-\$53.88
		Gift cards - \$250, 3 \$50		-\$420.80
		PVC pipes/rebar for arch	Home Depot	-\$20.23
		Ravens Run Shirts	First Coast Tee Shirt Company	-\$1,912.00
		Ravens Run Treasure Box Prizes	Amazon	-\$359.55
		Chick-Fil-A winners lunch	Chick-Fil-A	
	Income	Cash donation deposit 11/22		\$2,282.00
		Check donation deposit		\$3120.00
		Ravens Run Sponsors Deposit 10/23		\$1,800.00
		SquareUp deposit - \$150 sponsor 11/26		\$5,430.00
Ravens Run Total				\$9,603.16
Shoparoo	Income	Shoparoo from 2018-2019	Shoparoo	\$101.32
Shoparoo Total				\$101.32
Spirit Shirts	Expense	Spirit Shirts Fundraiser Order	First Coast T-Shirt Company	-\$2,279.00
	Income	cash/check deposit 8/10		\$2,672.00
		spirit shirt PayPal deposit 8/10	Paypal	\$836.24
Spirit Shirts Total				\$1,229.24
Technology	Expense	iPads for 4th and 5th		-\$3,000.00
Technology Total				-\$3,000.00
Trunk or Treat	Expense	Chick-Fil-A	Chick-Fil-A	-\$605.00
		Drinks, chips	Sam's	-\$136.70
		Gift/Raffle baskets		-\$102.00
	Income	Trunk or Treat Deposit		\$1,194.05
			Squareup	\$575.31
Trunk or Treat Total				\$925.66
Used Uniform Sale	Income	Uniform Sale 7/9		\$1,222.47
		Uniform Sale 8/7		\$480.34
		Uniform Sale Deposit		\$69.00
Used Uniform Sale Total				\$1,771.81
Grand Total				\$6,172.03