



Advisory Council

Agenda

September 23, 2015, 6:30 p.m.

School Library

1. Welcome/Opening Prayer/Call To Order
2. Approval of Agenda
3. Approval of Minutes
4. Principals Report
 - a. Staffing Update
 - b. Enrollment Update
5. Old Business
 - a. Welcome New Members
 - b. Secretary Position Filled
6. New Business
 - a. Committee Report Requirements
 - i. Submit PDF form to post to website
 - ii. Email to all council members
 - iii. Include new sections
 1. Administration Review and Approval
 - iv. Please cc Chair
 - v. Tie actions into Strategic Plan
7. Standing Committee Reports
 - a. Executive Committee
 - b. Planning Committee
 - c. Policy Development Committee
 - d. Finance Committee
 - e. Development Committee
 - f. Facilities Committee
 - g. Technology Committee
 - h. Parent Teacher Organization
8. Pastor's Words
9. Opening/Closing Prayer – Doug Park



HOLY FAMILY
CATHOLIC SCHOOL

Advisory Council

Meeting Minutes

September 23, 2015, 6:30 p.m.

School Cafeteria

Members:

- Fr. Jeff Poirot, Pastor - Absent
- Katy Bachelot, Principal
- Heidi Hilliard, Chair
- Wil Lampka, Vice Chair - Absent
- Doug Park, Secretary
- Mary Muller, Community Representative
- Vacant, Parish Representative - Absent
- Debra Geater, PTO - Absent
- Victor Garcia
- Chris Kopp
- Joe Lomax - Absent
- Emily Miller
- Troy Morton
- Jack Price

Guests:

- Mia Cook
- Cama Ray

Approval of Agenda:

- Approved via email

Approval of Minutes:

- Approved

Principals Report:

- Staffing Update:
 - o Nurse: Carrie Reeder, Nurse at Trinity Valley for 11 years
 - o 6th grade teacher: Mrs. Marina Bratcher
 - o Development: Open
- Enrollment:
 - o Currently: 158 out of 250 max
 - o Need to add: Kinder and 1st
 - o Tour is scheduled for two new students tomorrow afternoon
- Grandparents Day:
 - o Volunteers are ready

Old Business:

- Welcome New Members: Doug, Troy and Victor
- Secretary position filled: Doug Park

New Business:

- Committee Reports
 - o New forms to make them uniform
 - o Doug will post combined report to the schools website
 - o Send all reports to Doug
 - Must send reports to Doug two Fridays before monthly council meeting
 - Doug will compile and send to council
 - o New Section on report
 - Administration Approval
 - Cc Heidi when submitting something for administration approval
 - o Tie to Strategic Plan
- North Texas Giving Day
 - o 73 donors
 - o \$23,455 raised this year
 - o Have a list of donors, Katy will personally send a thank you
- Annual Appeal Weekend
 - o Oct 24,25 – Appeals at Mass
 - o Parents will be asked to make an appeal
 - o Will ask a student to make an appeal
 - o Working with Heidi and Jack to create the appeal letters
 - o Supported Projects:
 - Tuition Assistance
 - Excellence in Education
 - Technology – Teacher computers, Interactive White Boards
 - Last year portion went to new lockers
 - Multi-Year projects

Executive:

- Met and set the council agenda

Planning:

- No meeting

Policy:

- Surveys
 - o Plan to send smaller surveys throughout the year
 - o Ask about specific events and activities, more timely responses
 - o Goal is to get more responses from the parents
 - o No more than one survey per month
 - o Still support annual survey

- Committee meetings can be announced in the Hornet Herald
 - o Send dates to Katy

Finance:

- Diocese has not closed last year
- Should close by September 30th

Development:

- Focus on how to spread the word
 - o To new families
 - o To Parish families
 - o To exiting families on all the great programs
- More information to the parish about the school
- More information to WCC families
- Work in conjunction with PTO
- HFCS 70th anniversary in the spring
- POG focus is to spotlight on our 70th
 - o Reach out to Alums
- Advertising
 - o Cost effective approach
 - o Neighborhood papers
 - o School newsletter
 - o Submit to North Texas Catholic
- Approvals required for all communications
- POG – March 5th, 2016

Facilities:

- New air conditioner works
- Front Door lock is still in work
 - o Frame updated over the summer
 - o Must meet all new building standards
 - o Working with ADA, Fire marshal, security company
- Ideas for new prayer garden at north end of school
 - o In late spring, tied to POG

Technology:

- Good write up in the committee report

PTO:

- Good write up in the committee report

Pastor's Words:

- Fr. Jeff was not in attendance



HOLY FAMILY
CATHOLIC SCHOOL

Advisory Council Committee Report Form

Please submit one copy of this report to the Secretary via email the Friday before the Advisory Council meeting.

| | | | |
|-------------------|------------|----------------------|-----------------|
| Committee: | Technology | Meeting Date: | August 28, 2015 |
|-------------------|------------|----------------------|-----------------|

Attendance List

(Denote committee chairman with an asterisk)

| Members Present | | Members Absent |
|-----------------|--|----------------|
| Mrs. Bachelot | | |
| Tracy Head | | |
| Joe Lomax* | | |
| Doug Park | | |
| Joyce Roberts | | |
| Richard Terrell | | |

Committee Goals and Timeline:

Technology Operations/Management Document – Mrs. Roberts is working on this.

Teacher Webpages – these would feature highlights from each homeroom, e.g. photos, service projects, etc.

Summer Computer/Technology Camp – this would be for one week, half days.

Technology Upgrade Plan – At the top of the upgrade list is replacing the Safari Montage server; pricing is in work. Spectrum contract is being redone.

Discussion Summary:

The tables for the six AR computers in the library need to be replaced. The fan in one of the computers is going out. The tables in the computer lab are also in bad shape; one was lost during the move over the summer. Discussed using iPads for AR testing in lieu of desktop computers. The iPads need to be set up but there is no iPad coordinator presently. There are compatibility issues with some of the apps on the librarian's website.

The StarBoard whiteboards have been put up except for the Music room which was rebuilt over the summer. The projectors are in the process of being put up; the one in the Spanish room wasn't working last year. StarBoard equipment is getting old and it is getting harder to find replacement parts. Kindergarten's went out last year but was replaced under warranty. 1st Grade's went out as well but only needed one replacement part. One of the projectors had to go out for repair three times during the 2014-2015 school year. Need to consider replacing StarBoard; Mimio and Lynx were suggested as possible candidates. Demos possible within 1-2



HOLY FAMILY
CATHOLIC SCHOOL

Advisory Council Committee Report Form

months. There is a need to train the teachers how to use StarBoard and/or the replacement system.

The iPads have not been distributed to teachers yet as they need to be configured. Need to consider implementing “Bring Your Own Device”; Nolan started that this year. This will be added to the long term goals list and will be re-assessed in December. This is already occurring to an extent on a case-by-case basis in Middle School for specific projects/lessons with the principal’s approval.

Items for council consideration:

None.

| | |
|-------------------------------------|-----------------|
| Next Scheduled Meeting Date: | October 9, 2015 |
|-------------------------------------|-----------------|

| | | | |
|---------------------|-----------|--------------|--------------------|
| Prepared By: | Joe Lomax | Date: | September 10, 2015 |
|---------------------|-----------|--------------|--------------------|



Advisory Council Committee Report Form
HOLY FAMILY
CATHOLIC SCHOOL

*Please submit one copy of this report to the Secretary of the
Advisory Council meeting.*

| | | | |
|-------------------|-------------|----------------------|---------------|
| Committee: | Development | Meeting Date: | Aug. 31, 2015 |
|-------------------|-------------|----------------------|---------------|

Attendance List

(Denote committee chairman with an asterisk)

| Members Present | Members Absent |
|------------------------|-----------------------|
| Jack Price* | Teri Neff |
| Allison Rix | |
| Heidi Hilliard | |
| Arthur Garcia | |
| Mia Cook | |
| Sarah Hughes | |
| Jesse Granado | |

Committee Goals and Timeline:

- 9/15/15 – contact finance and technology committees about online giving capabilities; contact policy committee about options for feedback for comments and questions; send preliminary emails to contact people regarding Mass intentions and academic competitions; contact parent organizations about spreading school good news
- 9/17/15 – North Texas Giving Day – We need to be prepared to be sure that appropriate promotional and informational materials are prepared and distributed and work with administration to support the school’s Giving Day campaign.
- 10/15/15 – Have a preliminary plan in place for supporting the creation of an academic competition team; have a calendar in place for 70th anniversary prayer garden activities throughout year.
- Meet again at least twice before October Advisory Council meeting and delegate some of the projects identified below to committee members.



Advisory Council Committee Report Form

HOLY FAMILY
CATHOLIC SCHOOL

- We identified a number of potential projects that we wanted to start gathering information about. We intend to discuss these items at our next meeting and then prioritize them and set more formal timeframes for pursuing some or all of them further:
 - Identify local news publications and periodicals and begin identifying whether they are open to running soft news stories and price advertising
 - Identify any news stories worthy of press releases and compile list of outlets to send them to
 - Develop a plan for assisting the administration with events relating to the 70th anniversary celebration later this year
 - Identify grant funds the school has applied for and received in recent years and begin investigating additional grant opportunities; also think about parents' employers and how to publicize grants and other opportunities through employers
 - Evaluate historical records of former families and alumni and compile a single, comprehensive database for potential contacts – have a preliminary expanded database ready for the Annual Appeal
 - Identify possible info that might be valuable to collect from current families, such as how they first heard about HFCS, and discuss including them in next school survey
 - Plan logistics for monthly newsletter highlighting most interesting/best things happening (for Hornet Herald and for parish bulletin).
 - Begin compiling data on student opportunities and accomplishments at HFCS and post-HFCS
 - Coordinate school presence at WCC

Discussion Summary:

- We talked about the vacancy in the Development Director position and how we can pitch in to make sure priority things get addressed until the position is filled.
- We talked about trying to promote advancement of the school through dual development paths: external development (focusing on increasing enrollment and fundraising) and internal development (family retention and the parish-school relationship).
- We talked about potential avenues for paid and free advertisement, in particular finding out which publications (free and paid) reach our neighborhood and demographics. We discussed developing a list of news outlets among those publications so that we can send them press releases identifying significant school news or student achievements.



Advisory Council Committee Report Form

HOLY FAMILY
CATHOLIC SCHOOL

- We talked about the possibility of an August mailing in the 2016-17 school year to the wider neighborhood/zip code, not just those affiliated with the parish or school.
- We talked about opportunities to get in front of prospective students and families and to get those people on campus (such as summer camps and hosting academic and other competitions).
- We discussed creating an opportunity to send students to academic competitions and discussed what would be needed to support that effort. We will need a faculty sponsor and volunteers, plus funding. We believe the Dads' Club is willing to at least partially fund those efforts this year. Registration for this school year is due Nov. 1.
- We discussed the school's 70th anniversary and our willingness to support the administration's efforts to use this as a vehicle for promoting the school.
- We discussed the prospect of finding and applying for more grants.
- We discussed expanding our database for informational mailings and soliciting annual appeal donations to include current and former families and alumni.
- We talked about the desirability of streamlining all official communications from the school to ensure a unified style and presentation and for better quality control.
- We talked about the value of gathering data, such as asking our new students each year how they heard about HFCS.
- We brainstormed about possible ways to improve family retention, including ways to facilitate better communication between families, faculty, and administration. We talked about finding ways to effectively communicate all the daily positive things that our students are experiencing so that families are informed about the good things happening outside of their students' grade levels. We discussed the idea of a monthly insert in the Hornet Herald highlighting in more detail some of the most exciting things happening in our various classes that month. We talked about utilizing social media and hashtags (such as #HolyFamilyPride to spread good news about the school). We talked about the value in having a physical and virtual "comment box" available so that families can express their concerns in a productive way and be confident about having their voices heard.



Advisory Council Committee Report Form
HOLY FAMILY
 CATHOLIC SCHOOL

- We talked at length about ways to better promote the school within the parish. Ideas included suggesting annual or semi-annual homilies that in part promote Catholic education and tout our school’s achievements; including intentions for the school and its stakeholders in the prayers of the faithful at Mass; having a presence at WCC on Sundays; having a presence at parish newcomer gatherings and at sacramental prep classes; designating regular periodic weeks for students to wear uniforms to Mass or participate in Mass; and asking for permission to include a monthly bulletin insert promoting the best things happening at HFCS that month.
- We talked about compiling data from test scores, parent/student testimonials, teachers, Nolan, and other high schools, colleges, and alumni to create an infographic showcasing the successes HFCS students have at and after attending the school.
- We talked about the efforts last year to outline a plan for an endowment.
- We discussed ways to get alumni more involved, such as having alumni career days.
- We discussed developing a plan for communicating with potential new families in the registration process in order to start relationships with current families.

Items for council consideration:

- None at this time.

| | |
|-------------------------------------|----------------|
| Next Scheduled Meeting Date: | Sept. 21, 2015 |
|-------------------------------------|----------------|

| | | | |
|---------------------|------------|--------------|----------------|
| Prepared By: | Jack Price | Date: | Sept. 14, 2015 |
|---------------------|------------|--------------|----------------|

Advisory Council Report
Parent Teacher Organization
Meeting September 15, 2015

PTO Goals and Timeline

This was the first actual meeting of the new school year and calendar planning is still underway. Goals are/will be based on the Mission and Scope that follow.

All Room Parent Volunteers are identified.

Teacher Appreciation Lunch dates for the year have been selected and published to Room Parents.

Mission and Scope have been reviewed and slightly updated for the new year.

Meeting dates are tentatively planned for the second Tuesday except December and possible March. These will be confirmed soon.

Volunteers and a few projects have been identified for the Helping Hands service for teachers.

Discussion Summary

The first meeting was a potluck dinner and information sharing. The PTO Mission and Scope were shared and follow below. 20 were present, including the Principal and SAC Chairperson, and quite a few Room Parents. The discussion covered PTO plans in general and Room Parent responsibilities and upcoming Fall Festival booths.

PTO Mission

To support the mission of the school:

Holy Family Catholic School is committed to providing a Catholic education that teaches the way of Jesus Christ. Through the helping hands of teachers, staff, parents, and parish community, each child is encouraged to grow in mind, body, and spirit. Holy Family Catholic School strives to enrich the students with love and knowledge by living the Catholic faith.

And to support a partnership between parents, teachers, and staff to enrich our school relationships and community.

PTO Scope

- Room Parents
 - Teacher Appreciation
 - Fall Festival booths

- Field Day
- Class parties
 - Christmas
 - Valentine's
 - Fiesta Day
- Pot o'Gold Buy It Now and class project
- Fall Festival support
- Family Social Events
- Helping Hands
- Parenting and Education Programs
- Box Tops and Labels

Advisory Council Committee Report Form

Committee: Policy

Meeting Date: September 3, 2015

Members Present:

Emily Miller

Staci McCans

Heidi Hilliard

Members Absent:

Hollie Smith

Committee Goals and Timelines:

- create smaller surveys to send out throughout the year
- review the large mid-year survey, edit for length, revise questions

Discussion Summary:

We discussed the communication between the school and the parents, general feeling is that is lacking. One idea is to post information about each Advisory Council committee (who is the chair, when and where do they meet) so parents know about the meetings, know who to talk to and know how to contact them.

Also discussed mid-year survey. Participation is dismal and parents feel like nothing comes from the results. We propose sending out short, quick surveys throughout the year that are focused on one event or topic, e.g. Back to School, Fall Festival, POG, handbook, etc. Hopefully we would garner more responses and results would be easy to compile, share and track.

As for the mid-year survey, it does cover topics that need to be looked at but we think it can be shortened and some of the questions can be combined and revised. Also, discussed who sees the results, suggestion made that in addition to principal and priest, the Advisory Council executive committee also reviews them. The general thought is that more than one or two people need to see the results so parents feel that their responses are being looked at and that something is being done.

Lastly, we discussed setting a schedule to be worked into the strategic plan to review/revise the handbook. Suggestion is to give a cursory review at the end of each school year and then work through a full revision every three years.

Items for council consideration:

- set regular committee meetings and post this information as well as who to contact
- develop short surveys and send to parents throughout the year
- revise the mid-year survey
- review handbook at the end of each school year, revise every three years

Next scheduled meeting:

6:30 p.m., September 29, 2015, place TBD

(Policy Committee will usually meet at 6:30 p.m. the first Thursday of every month.

Committee chair has a scheduling conflict on Oct. 1 though which is why the October meeting will fall on Sept. 29.)

Prepared by: Emily Miller

Date: September 6, 2015