



HOLY FAMILY
CATHOLIC SCHOOL

Advisory Council

Agenda

October 21, 2015, 6:30 p.m.

School Library

1. Welcome/Opening Prayer/Call To Order
2. Approval of Minutes
3. Principals Report
 - a. Enrollment
 - b. Fall Festival
 - c. Annual Appeal
4. Old Business
 - a. Committee Report Format
 - b. Short Surveys
5. New Business
 - a. PTO Fundraising
 - b. WCC Recruitment
6. 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
7. Pastor's Words



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Advisory Council

Meeting Minutes

October 21, 2015, 6:30 p.m.

School Library

Members:

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

Guests:

- None

Approval of Minutes:

- Approved via email

Principals Report:

- Enrollment – No change
- Fall Festival – Huge success, more people, more fun
 - o Special thank you to Vonne and Lisa for coordinating the event
 - o School booth – Nice touch, good place to introduce our great school
 - o No numbers to present. Waiting for receipts from church booths
 - Not a fundraising event, a community building event
- Annual Appeal – Goal \$50,000
 - o In full swing
 - o Special thank you to Jack Price and Heidi Hilliard
 - o Kick Off – North Texas Giving Day – Raised \$23,500
 - Hand written thank you notes to all donors
 - Pre-K and 8th graders created hands and decorated for thank you cards

- Materials are due from the printer this week
 - Monday after school – Stuffing day for envelopes
 - Bulk mailing
- Will send annual appeal and appeals cards to every parish member
- 70th Anniversary of the school
- Bulletin insert for this weekends Mass
- Pledge Cards
 - Pledge \$70 for 70th
- Tri-Fold brochure for mailing
- Letters (New for this year)
 - Created three separate letters
 - Parents –
 - North Texas Giving Day donors –
 - Parishioners, grandparents, alumni -
- Tracking Database
 - To determine success of mailing efforts
- Speakers at Mass
 - Need speaker for 7:45 Mass
 - Students wear Red uniforms to Mass
- Tuition does not cover operating costs
 - Tuition Gap –
- POG Announcement
 - Acknowledge Donors

Old Business:

- Committee Reports – worked fine
- Short Surveys
 - First - Back to school related
 - Will send to parents through Renweb
 - Share results with policy committee
 - Share with event owners to help improve next years events
 - Share with advisory council

New Business:

- PTO Fundraising
 - Fund will go for their own events
 - Funds go to PTO sponsored events and small enrichment projects
 - PTO will establish a treasurer to support this activity
- WCC Recruitment
 - Table at Mass last week – 1 person filled out a card
 - Featured 5th grade service project of New born baby drive
 - In the church bulletin
 - November – Feature Saint Vincent DePaul

Executive:

- Met and set the council agenda

Planning:

- No meeting

Policy:

- Good write up in the committee report
- Look at the Remind app for parent notifications
 - o Present information next month

Finance:

- No report

Development:

- Annual Appeal ongoing
- Council member assigned to each class, email to parents
- Happy Hour – November 20, 2015, information session for new families

Facilities:

- No meeting

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



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Advisory Council

Committee Report

Committee: Technology

Meeting Date: October 16, 2015

Location: School Teacher's Lounge

Members:

Joe Lomax - Chair

Mrs. Bachelot – Absent

Tracy Head

Doug Park

Joyce Roberts

Richard Terrell

Committee Goals/Actions and Timeline:

Implement a method for parents to make online payments to Extended Day. Goal is to implement that this school year.

Items For School Administration Consideration/Approval:

Some updates to the school's website have been identified. Details are below.

The About Us page lists Development Director name and e-mail address who is no longer at the school.

<http://www.hfcsfw.org/about-us/>

The School News page has a link to this week's Hornet Herald which takes you to a 404 Error page.

<http://www.hfcsfw.org/about-us/schoolnews.cfm>

The Faculty page has a "Website" link on the right side which takes you to a placeholder page. Need to remove this link or correct the link.

<http://www.hfcsfw.org/about-us/faculty.cfm>

The Faculty page lists Mrs. McBride as 2nd grade instead of Kindergarten.

<http://www.hfcsfw.org/about-us/faculty.cfm>

The Contact Us page has a link to e-mail Mrs. Bachelot but brings up someone else's e-mail address.

<http://www.hfcsfw.org/contact/>

Items For Council Consideration:

None

Discussion Summary:

Following up on a suggestion from the Development Committee, we discussed adding a mechanism to make an online gift/donation to the school from the school's website. The committee agreed that an online donation capability is needed. However currently priority is being given to implementing a capability to allow online payments for Extended Day. After that is implemented, the online donation capability will be pursued further, possibly during the 2016-2017 school year.

The six (6) desktop computers in the library are not currently set up. iPads are being used until there is an opportunity set up the desktops. It is likely that not all six will be put back up due to electrical power resources and due to one of the six computers not being in working condition.

The guest wireless network is up and operational.

Mr. Asprilla is the iPad Coordinator. iPads have been configured and are ready for teachers to pick up. Four (4) iPads are missing. Tracy is planning to do an iPad inventory on 10/23/15.

All whiteboards have been installed. All projectors have been installed, except for Spanish and the library. The screen in the library needs to be put up as well. Due to the facility update over the summer, the screen cannot be installed as it was last year so we discussed options and recommended a solution.

The Safari Montage server does not need to be replaced as was discussed during the September meeting. Many thanks to Tracy who worked diligently with the Safari Montage technical support to get it back up and running.

We discussed the overall technology upgrade plan. The computers in the 4th grade and 5th grade rooms are on the watch list for potentially needing to be repaired or replaced, as is the computer in the principal's office. An upgrade to the whiteboards and projectors was discussed but is not in the near-term plans.

Teacher webpages were discussed. We discussed both the RenWeb pages currently in use, as well as webpages viewable to the general public via the school's website. The committee agreed that at this point there are no technology questions or concerns with either one that need to be discussed or addressed, but we can assist if/where needed.

We discussed an idea for a Summer Computer/Technology Camp to be held at the school. Several points were brought up. Facilities work is often done at the school in the summer, which would affect if/when a camp could take place. While there is a

technology element to the camp, the committee agreed that planning and hosting such a camp would require direct involvement from the school and possibly the parish, as well as other Advisory Council committees, and numerous volunteers. The technology infrastructure currently in place at the school would support such an activity. It was suggested that Nolan may have something similar that could be a possible partnering opportunity.

Next Scheduled Meeting:

Date: November 6, 2015

Location: School Teacher's Lounge

Prepared by: Joe Lomax

Date: October 16, 2015



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Advisory Council

Committee Report

Committee: Parent Teacher Organization

Meeting Date: none

Location:

Members:

Debra Geater, President

All parents, teachers, staff are members.

Room Parents provide focus and direction to parents by class.

Other leadership and volunteer work changes as demand changes.

Committee Goals/Actions and Timeline:

Tentatively Planned Meetings:

- October 13- didn't happen
- November 17 - Fall Festival debrief and Outside Presentation TBD@ school
- January 12- POG mtg 6pm @ school
- February 23- POG mtg 6pm @ school
- April 12- Outside presentation or Family Night (Math, Science, Art, ...) 6pm @ school
- May 10- Look back and Planning for Field Day and end of year celebrations
- May – maybe a leadership meeting to plan next school year

Items For School Administration Consideration/Approval:

Working on fund raising role and Helping Hands procedure

Items For Council Consideration:

Discussion Summary:

There was no meeting. Significant volunteer work for Grandparents Day. Fall Festival, and elementary classroom library leveling.

Next Scheduled Meeting:

Date: November 17, 2015 still tentative – seeking presentation from District Attorney's Office

Location: School Library

Prepared by: Debra Geater

Date: October 12, 2015

Submission Instructions:

Who: Email to Council Secretary

What: Word or PDF document

When: 10 days before council meeting

Document Name: "HFCS AC Committee-Name Month Year.pdf"

Ex. "HFCS AC Policy Oct 2015"

Advisory Council Committee Report Form

Committee: Policy

Meeting Date: September 29, 2015

Members Present:

Emily Miller

Hollie Smith

Kim Speairs

Members Absent:

Staci McCans

Heidi Hilliard

Committee Goals and Timelines:

- create smaller surveys to send out throughout the year - started with two surveys to cover beginning of year events and Fall Festival
- review the large mid-year survey, edit for length, revise questions

Discussion Summary:

We developed a list of the events we'd like to survey (open to suggestions):

- beginning of year (back to school bash, back to school nights, North Texas Giving Day, Grandparents Day, Book Fair - we're playing a bit of catch-up so next year, if we continue the surveys, we can survey these events individually as soon as they happen)
- Fall Festival (early Oct.)
- Annual Appeal (late Oct.)
- Open House (Jan.)
- Catholic Schools Week/Family Lunch Day (Feb.)
- POG (March)
- Dad's Club Golf Tournament (May)
- end of year 8th grade events (May - 8th grade parents only)

We came up with questions for the beginning of the year events and the Fall Festival. Those will be sent to Mrs. Bachelot and she will send the surveys out via RenWeb. One question was brought up about that, is there a way to provide a link directly into the survey as opposed to having an email with instructions to log into RenWeb first? The general feeling is that a direct link would increase participation.

Items for council consideration:

- a “comment box” online (website or RenWeb) that will enable parents to comment/question/suggest in a way that can be seen by multiple people (admin and advisory executives), and can be tracked (so we know someone has responded) and archived (if we need to refer back to it) - possibly a technology committee item
- use of All-Call system to remind parents about big events (Fall Festival, picture day, etc.) - Monday Memo and emails are going out but a phone call or text the day before would be helpful/appreciated
- include in strategic plan a set time to revise the handbook, suggested every three years

Next scheduled meeting:

6:30 p.m., November 5, 2015, Central Market Cafe, 2nd floor

Prepared by: Emily Miller

Date: October 1, 2015