

St. Andrew's School  
Advisory Council Open Meeting  
January 25, 2010  
School Library – 7:15 p.m.

**Members Present:** Charlie Klutz Anne Mason  
Anna Burns Lane Simmons  
Timm Elrod Father Tom  
Luz Ravelo Janet Camarillo

**Members Absent:** Patrice Hall  
Kelly Hucklebridge  
Mary Ann Cottrell

**Recording Secretary:** Sister Mary Merdian

**Visitors Present:** Rose Hall, Beverly Watkins,  
Brenda Griffith, Tracy Macfarlane

**ROUTINE BUSINESS:**

Charlie Klutz called the meeting to order at 7:20 pm. and led the opening prayer. Charlie welcomed all visitors. The minutes were discussed. Timm moved to accept the minutes as corrected and Lane seconded the motion. The minutes were approved as corrected.

**UNFINISHED BUSINESS:**

The tuition study group will meet on Wednesday, January 27, in order to get something out to the parents about tuition. Janet and Beverly Watkins drew up a letter to parents as a possibility; they gave Father Tom a copy.

**NEW BUSINESS:**

The following members of the search committee have been appointed:  
Charlie Klutz, Anna Burns, Patrice Hall, Matt Murray, and Brenda Griffith.  
Father Gerald and Don Miller will be non-voting observers. The committee makes a recommendation to Father Tom who hires the principal and submits the decision to the Diocese.

The school profile and the ad have already been sent to the Diocese. The process should be completed before May 1, 2010.

The Advisory Council will send out a survey to parents, faculty, staff and parish members about the qualities they wish to see in the principal. Charlie also suggested that perhaps members of the search committee could have the opportunity to meet with the faculty and staff of the school.

## **ADMINISTRATOR'S REPORT**

Janet Camarillo reported:

--Catholic School Week will begin with the Diocesan Education Banquet at the Convention Center Saturday, January 30. Advisory Council members will be speaking at the Masses on both Saturday and Sunday about the school.

--The 8:30 Mass will be led by school families and faculty, followed by Open House until 1:00pm.

--The 3-dimensional projects will be left on tables in the school for the week.

--The grandparents of one of our students are donating a large flag for our gym. We would like it up before the tournament.

--The Coffee and Open House for pre-K and K was very successful this past week.

--There will be a Diocesan Mini-Summit on Saturday, February 27 at Nolan Catholic High School. (Anyone wishing to attend should contact Janet.)

--Janet announced that Family Access would be previewed on Tuesday to use for registration.

The question of the use of credit cards for registration arose again. There was discussion about the convenience fee and the social justice aspect. Timm encouraged that we push for a 2% fee with the company/bank that processes the cards.

Timm strongly suggested that we ask a lawyer to read and study the contract with Portal Web Service so that we are fully aware of what we are doing. Charlie will e-mail Dave Pels and ask him to read the contract.

At the end of much discussion Timm moved that we allow credit/debit cards to be used at the school. Anne Mason seconded the motion.

--Janet continued her report. Mike Irwin, Mary Gillilan, Bruce Shields, Beverly Watkins and Janet visited Holy Family School in order to see how technology is being used there with interactive white boards. The five were very impressed and excited by what they saw. To equip a classroom it would cost about \$3100 after the web backbone had been increased. Timm emphasized the need to create a technology plan.

--A suggestion was made to form a committee to plan for the use of Auction money through Fund-A-Project.

As of Jan. 25 there are 680 enrolled. A 3-student family arrives in February from a Catholic school in San Antonio.

--Janet asked for help with registration on Sunday, February 21, from 1:00 to 3:00 pm.

## **COMMITTEE REPORTS**

### **Technology**

Due to much discussion about technology during the rest of the meeting, there was no further report.

### **Curriculum**

Janet spoke of the implementation of the new curriculum in the diocese and how it affects the structure of lesson plans.

### **Finance**

Anne Mason reported that the budget has been submitted to the diocese, their questions answered in writing, and now we are waiting for final approval. Janet will contact Don Miller, so that next year's tuition rates can be put in the red folder for Open House and registration. There will be a meeting with the Parish Finance Committee about the budget.

### **Communications**

Luz Ravelo reported that the Communications Committee met with the Web Site Committee and together they worked on the logo. They need to hear the legal name of the school before that project can be finished. She also commented on how nice the ad in the *Fort Worth Child* looked.

### **Plant Facility**

Charlie and Mike Irwin will walk through the facilities to evaluate the needs. They will also meet with the parish building committee so that all plans will be coordinated.

There are plans to move back the bins on the gym parking lot so that the sidewalk can be used.

### **Parish Family/Life**

Father Tom reported that two members will be finishing their terms on the Pastoral Council and the parish is trying to find their replacements.

All the documents for planning in the parish are being studied and put on discs, so that an analysis can be made. Did we miss anything important? What can be done?

Job descriptions are being put together for Welcoming and Communications, as well as Master Facilities Planning and Pastoral Planning. The fact that the diocesan capital campaign has started and that we cannot do fund-raising at this time, allows us time to do research.

A job description for the parish hall was sent out but no bids are in. However, there will be a pre-bid gathering Thursday at 10:00 so there is some movement.

### **Positive Environment**

No report.

### **Development**

Rose Hall reported that 5000 postcard invitations had been sent out for Catholic School Week activities. She was very pleased with the Coffee and Open House for pre-K and K. Thirty-two families, representing 36 children came; twenty-two of the children would be for K. The ads in the *Fort Worth Child*, the *Wedgewood Shopper* and in the Church bulletin have attracted potential families.

On January 24, Rose will do training for those leading the one-on-one tours during the open house.

For Grandparents'/Grandfriends' open house on Feb 4, we are considering using Rent-a-Frog parking services.

### **Home and School Report**

Brenda Griffith reported that the Mother/Son dance was held on January 22.

The Home and School sponsored a Christmas reception/dinner for the faculty and staff. Connie Davis and Valerie Horton chaired it.

Again the committee for Fund-a-Project was discussed. Lane, Brenda and Janet will be the committee members.

### **VISITORS QUESTIONS AND DISCUSSION**

Since there were no questions the meeting adjourned at 9:32 pm.