



SEPTEMBER MEETING OF THE BOARD MEETING MINUTES

The Basilica School of Saint Mary Home and School Association
Wednesday, September 13, 2023, at 7:00 PM
Basilica Courtyard

- **7:10 p.m. - Call to Order** – Jonathan Day, HSA President
- **Opening Prayer and Pastor's Report** – Fr. Hathaway
 - Power Outage on Friday, September 8: Both a disaster and a blessing! Was the Feast of Our Lady - the students were to go to the Basilica, the Bishop was coming to bless the construction progress (two months to full completion). Were able to donate the cupcakes ordered for the students to Bishop Breton. When the Bishop comes back in December, there will be more completed - cross atop the school, scaffolding gone, drive through the archway.
 - Had a number of openings on the faculty this year, but were able to get top choice candidates to take the jobs.
 - We have great enrollment this year, with lost of new faces and new families.
 - Working through grade-by-grade confessions now.
- **Principal's Report** – Mr. Robert Loia, Principal
 - **Construction Update:** Were able to get everything done to open the school on time (including the three new classrooms). The plaza outside of Stephens' Hall will be where students gather five minutes before the school opens at 7:35. The back playground is done, and the basketball hoops are going up - there will be three half courts. Preschool Classrooms: they are all together in the main hallway. Another space unifies an early childhood program (Montessori religious education program), and students pre-K through second grade use it as a sacred space. Downstairs where the Pre-K classroom was is now a space for the resource teachers. We will be adding an after school homework group, run by Miss Madden (small cost expected with the program). The Mater Dei room is getting a facelift. The Creative Arts center is now under construction; should be done by early October next year. The Library Media Center is little behind because some areas needed to be reinforced, but will be done by mid-October. We will be able to have Oktoberfest on the blacktop. Once the construction is done, there will be lost of great spaces.

- **New Teachers and Faculty:** Hired 16 new teachers, some were for new positions. Difficult hiring year, but were able to recruit many good teachers, including some international teachers. Still looking to hire a counselor. Have added a positions for the middle school - an advisor and semi-counselor to help students in determining which high school to choose.
 - **Student Behavior Program:** Put together over the summer to help with student behavior, and is based on the approach of St. John Bosco, The teachers are somewhat well versed on it and we will continue to roll it out. It's a very Catholic program, strong program for student behavior. Will send out more information when we can. Program will provide structure, guidelines and accountability.
 - **Events:** Back to School night went very well, with everyone happy to be back in the building. Blessing of the twins will happen on September 26. On September 29, there will be the Parent Teacher Social.
 - **New Planner:** Grades 6-8 have a new planner with all the school dates inside. They will put their homework in their planner every night, and this will be part of our new study skills program - back to basics, where they write everything down and check it off.
 - **General:** Started the year off well. A couple hiccups with carpool, but getting better. The school opens at 7:35 to give teachers time to assemble for prayer before the day starts; contracts are for a start time of 7:30.
- **Introduction of the Board** – Jonathan Day, HSA President
 - **Treasurer's Report** – Joe Young, HSA Treasurer
 - **Adoption of Bylaws** – Erica Dempsey, HSA Secretary
 - Revised bylaws approved.
 - **Office of Stewardship - Mary Lead Us Campaign** – Anne Mathis
 - **Campaign:** Still need to raise \$1.1 million for the campaign. Working to develop business contacts and connections who might be willing to support all fundraising efforts with one ask. Hope to reach that goal by the end of December.
 - **Mother Cabrini Dinner:** Working on putting together a Mother Cabrini dinner, and thinking about launching an Italian fest. Will start simply with a spaghetti dinner; we have a donation for all the basic fixings. This dinner will celebrate Mother Cabrini and the new film coming out - she is the patron saint of Italian immigrants and orphanages.
 - **Military Families Program:** This is a school assembly in honor of military families. We also work to have gatherings after Sunday mass to bring families together. Another focus will be working with Mrs. Finnerty to secure a Purple Star Family designation for the school.
 - **Annual Fund Report** – Eva Domotorffy, Magda Patrick, Ted Fyock

- Had an early meeting this summer to put together some ideas and get some background. Additional meetings coming soon to finalize the template and timelines for letters and emails, and the themes that will be associated with each one, as well as some incentives. Looking at a timeline that starts September 25, and hitting the efforts hard in the first round through the holidays to get the majority of donations before the end of the year. Looking at how to keep 8th Grade families engaged in the annual fund, by maybe including something for Stephens Hall. Looking to launch corporate and business partnerships. The feedback from parents who are business leaders is that they would appreciate the idea of one-stop shopping - gala, projects, etc.
- **Hospitality Committee Update** – Cara Burke, with Stephanie Scott and Rebecca Stalnaker (*via email*)
 - **First Friday Caffeine and Bagels:** Friday, September 1. Faculty and staff were treated to a Panera bagel spread and coffee courtesy of the HSA.
 - **Parent-Teacher Social:** Friday, September 29, in the back courtyard. Theme is “Party with the Angels” in celebration of the Feast of the Archangels that same day.
 - **Teacher Surprise:** Week of September 25.
- **FIS Update** – Erin Donnelly and Anne Heishman
 - Received over 260 responses filling out the surveys. Filling in room parents took twice the time than any of the other vacant positions. The bigger unfilled positions include the gala and the auction. There was an upgrade to the school checkin software to allow for parents to check in as a volunteer, but it doesn’t yet allow parents to indicate what they are volunteering for. Working to navigate around that.
- **Room Parent Update** – Laura Pfeffer Coleman
 - Room parents have been selected, but not yet notified, and so waiting right now to get a kick off meeting together. Need to communicate with the teachers about expectations. Want to be sure to list all holidays in the room parent letter.
 - **Schoology Challenges:** The school created a room parent Schoology group under the parent profile last year, but there wasn’t a way to batch the entire class, and needed to manual load parents that didn’t sign up. Last year, room parents didn’t get the class lists until the director came out. These are things that need to be resolved before the kick off meeting, to figure out what is the most effective way to load all the names to Schoology.
- **Community Health and Wellness** – Jen Szymanski
 - Will update in October.
- **External Fundraising** – *Vacant Position*
 - *Volunteer identified for position.*

- **CYO Update** – Jean Marie O’Neil

- Close to 550 student participated last year, and of those, maybe a half dozen were not St. Mary’s students. Programs included Cross Country, Track, and Tennis in the fall; Basketball in the winter; and Volleyball and Track in the spring. There are over 90 students signed up for Track this fall and 90 signed up for Cross Country. There are 195 signed up for Tennis. Basketball registration closes September 29, and close to 300 signups are expected. There are an incredible number of volunteers - over 150 parents help run the program.

- **Special Events** – *Vacant Position*

- **New Business**

- Critical Vacancies – FIS vacancies
- HSA Event Dates
- Mother-Son Event – Looking to identify an approximate time frame, and potential activity based on lessons learned from bowling - Top Golf, Flag Football, Movie, Dance?
- Update on Map Testing: Due to the Internet not working for a day in the main building, needed to reschedule some of the Map testing; now continuing.

- **8:16 p.m. Adjournment** – Jonathan Day, HSA President