



DECEMBER MEETING OF THE BOARD

COMMITTEE REPORTS AND MEETING MINUTES

The Basilica School of Saint Mary Home and School Association
Wednesday, December 13, 2023, at 7:00 PM
Christ Child Hall

**Pre-submitted Committee Reports are in blue.*

- I. **7:11 p.m. -- Call to Order** – Jonathan Day, HSA President

- II. **Opening Prayer and Pastor's Report** – Fr. Hathaway
 - a. **Bishop's Visit:** The big event of the month of course was the Bishop coming, ultimately for the Feast of the Immaculate Conception – the third time is the charm.
 - b. **Feast Days:** Celebrated the Feast of Our Lady of Guadalupe and the Feast of St. Nicholas; the children were delighted to get their gold coins. Another reminder about how it's good to have the Pre-K upstairs.
 - c. **Lessons and Carols:** Will be held on December 17 at 7:00 p.m. The parish Christmas tree will be decorated by the American Heritage girls and then blessed. There will be Lessons and Carols at the Church at 7:00 – there will be a reading followed by a carol.
 - d. **Mass Obligations:** Christmas is on a Monday, but Christmas Eve is on a Sunday, and so there are two mass obligations.

- III. **Principal's Report** – Mr. Robert Loia, Principal
 - a. **Carpool:** The last time we met, we were very worried about it, but it seems to be working well. There will be three officers in the morning. It's good to have the carpool on campus, as it feels more secure for the kids and for the faculty.
 - b. **End of First Trimester:** Honors are about to go out. We had some adjustments for our 7th and 8th graders. There will be a reception for the Principals' Honors students next week; they will get their certificates and we'll have donuts for all the students.
 - c. **Christmas Tree Sales:** The sales went very well and were very successful; almost record profits.
 - d. **Third Year of the Jubilee:** We are in the Jubilee year now, as it starts with the

feast of Christ the King. This year is a year of Mercy and Evangelization, so we will look for ways to incorporate works of mercy. It will be good for the HSA to consider this in its work and what it does. There will be a large Family Festival on June 8 in Front Royal, and this is something we can promote. Any way that we can participate in that as the HSA would be great.

- e. **St. Nicholas:** Fr. Peter played the role of St. Nicholas. Grateful to the class parents for their support. We celebrated with the faculty that afternoon and had a wonderful faculty meal.
- f. **Private Visit:** There was a private visit on December 5 through the Pre-K Rooms, the atrium, the mater dei room, the music room, and Christ Child Hall. The company that is doing the water project near the school provided a gift to the school as it has been impacted by their project. The Superintendent and Assistant Superintendent came through as well.
- g. **Bishop's Blessing:** We finally had the Bishop's blessing. The music, art, band and resource rooms are being used. The library is being used – we filmed the kids going through the room. We are still moving some offices into the creative arts spaces. There is a lot of light down there. All of this was made possible by the gala.
- h. **K-3 Christmas Program/Winter Break:** The Program will be held on December 20. Break begins on the 22nd. We will come back on the 3rd. It's a shorter break because we started later than other schools because of the construction. Half days do count as full days.
- i. **SAINT Rotation:** We will be going back to a six-day rotation for encore. Spanish will be added for the lower grades, and a resource class will be added for grades 5-8 as a way to support math instruction, support high achievers. Looking to push technology to the lower grades, but will need to add additional teachers. Still working through it.

IV. **Treasurer's Report** – Joe Young, HSA Treasurer

- a. **Christmas Tree Sales:** Great success; don't yet have the final numbers, but they added a healthy increase to a good bottom line.
- b. **Current Balance:** Currently operating in the black, and the total net cash position from the beginning of the fiscal year (July 1st) through December 8, 2023, is \$52,574.
- c. **Reimbursement Policy:** Will be looking to make some changes to the reimbursement policy for single payments over the \$500 threshold and for Amazon purchases. There will be additional follow up and clarification on these matters.
- d. **Audit:** The audit is ongoing right now.

V. **Secretary's Report** – Erica Dempsey, HSA Secretary

- a. **November Meeting Minutes**
- b. **23-24 HSA Committee Email:** This is a distribution list for the purposes of distributing information and updates to the HSA Board, ex officio members, and

HSA Committee Chairs. To save people's inboxes, if you want or need to communicate with the Board, please use the HSA email address, and we will distribute it accordingly.

- c. HSA Communications:** All communications relating to HSA-sponsored events, fundraisers and initiatives for *The Messenger* and for social media should be coordinated through the Secretary, and requests for content must be received by the Friday of the week preceding the posting to allow for time to generate content and graphics.

- VI. Annual Fund Report – Eva Domotorffy, Magda Patrick, Ted Fyock**

 - a. The goal for the fund is \$150,000, and we are already more than halfway there. The Giving Tuesday and St. Nicholas Winterfest publicity produced some donors. Currently, we are offering a raffle for new donors for ICE tickets at the Gaylord in December. The chairs have emailed donors of a certain giving level from last year to request a donation if they haven't yet given this year. Additional efforts are anticipated throughout December with emails, social media, and other publicity campaigns.

 - i. **Total Go Saints! Fund to Date:** \$83,615 (as of December 11)
 - ii. **First Time Givers:** 54
 - iii. **Total Givers:** 149

- VII. Hospitality Committee Update – Cara Burke, with Stephanie Scott and Rebecca Stalnaker**

 - a. **November:** The Hospitality Committee kept the teachers happy with a s'mores dessert bar, First Friday Bagels, and mini pies as a Thanksgiving treat.
 - b. **Fall Open House:** The Hospitality Committee supported the open house with fresh flower displays, breakfast pastries, and Misha's coffee.

- VIII. FIS Update – Erin Donnelly and Anne Heishman**

 - a. **Reminder to Committee Chairs:** Please email to fis@smsva.org the names and hours of volunteers participating in events outside of school hours. Chairs should confirm that volunteers that sign-up on geniuses fulfilled the hours/tasks they signed up for. Anyone needing FIS to email Saints Seeking Shares requests or Sign-Up Geniuses should provide that to the FIS coordinators as soon as possible in advance of the date.
 - b. **School Hour Volunteers:** Parents should continue to check in AND out when volunteering during school hours. The reversion to school check has shown that it is far better than Navigate 360 for tracking hours and generating reports. The October hours have been tracked, and FIS is in the process of tracking November hours.

- IX. Room Parent Update – Laura Pfeffer Coleman and Ashley McCurry**

 - a. **Our Lady of Guadalupe:** Room Parents and other parent volunteers supported the Our Lady of Guadalupe Feat Day activities. We appreciate their help in

getting the churros and hot chocolate to the students while they were in their Sainly Families.

- b. School Families' Christmas Gifts to Faculty and Staff:**
 - i. Room Parents will be giving class gifts to homeroom teachers and aides the week of December 18 directly.
 - ii. Mrs. McCurry used contributions from the school families to purchase fifty \$100 gift cards for full-time faculty and staff without homerooms and fifteen \$50 gift cards for part-time faculty and staff. These gift cards cost \$5,750. The cards were delivered to the front office on December 12 with instructions to give the cards to the non-homeroom faculty and staff.
 - c. Gift Fund:** We are still working to collect another \$1,900 from classrooms that were slow to receive contributions. We may have to reduce the size of the gifts to faculty and staff for Catholic Schools Week or End of Year due to the increase in the number of faculty and staff gifts this year. We will have more information in January on this.
 - d. Catholic Schools Week:** There are several action items for the Room Parent Coordinators in advance of Catholic Schools Week:
 - i. **ACTION ITEM:** When will the school be celebrating Catholic Schools Week? Are the dates January 28 – February 3, 2024? Yes, the week of January 28-February 3.
 - ii. **ACTION ITEM:** What support would the school like to have from Room Parents for that week?
 - iii. **ACTION ITEM:** Would it be possible for the faculty member leading the school's Catholic Schools Week activities to please reach out to the Room Parent Coordinator and Assistant Coordinator before the end of December so that we may discuss how room parents may support the week? Mrs. Lusch most likely point of contact.
 - e. Discussion:** Some concerns that some parents are not receiving updates from the room parents (and concern that parents don't know what information they aren't getting). Discussion about how to further investigate and resolve this.
- X. Community Health and Wellness, Family Wellness – Jen Szymanski, Erin Bell**
- a. Community Health and Wellness:** The Committee is meeting on December 13, and is working on a few initiatives in February for Heart Month, including potentially organizing a school-wide walk and some games/contests. Things are on track for Nutrition Month in March, and there are some fun ideas to expand on the success of last year. Do something on sleep in May.
 - b. Family Wellness:** A survey was distributed in The Messenger on 12/7 for parents to vote in topic preferences for presentations. Once the votes are in, there will be another Family Wellness parent volunteer meeting to start planning the presentation. Will need to identify dates and venues for these presentations.
 - i. Survey Returned December 13:** Will work to identify dates and topics for the presentations.

- XI. CYO Update – Jean Marie O’Neil**
- a. The first weeks of practice and games for the basketball season went really well. The 8th graders are back playing games in the BSSM gym after many years of only playing at other parish gyms. Game states and home game schedules for weekend games will be posted weekly in *The Messenger*.
- XII. Special Events Coordinator – Brianna Neasham**
- a. **St. Nicholas Winterfest (December 2):** Event was a success. Waiting for final confirmation on ticket sales. Reimbursement requests are pending right now.
 - b. **Tree Sales (December 2-10):** Tree sales completed this weekend, with an empty lot. Waiting for final numbers.
 - c. **Upcoming Events:** See attachment.
- XIII. Gala and Auction – Haydee Moore**
- a. **Theme:** The theme of this year’s Gala and Auction is “Roaring 20s” and will be held in the school gym.
 - b. **Gala Committee:** All slots are filled, and the Committee is actively working to get all the pieces in order to begin marketing, selling tickets and kicking off fundraising efforts. The Committee is sourcing vendors for the event and gathering proposals.
 - c. **Auction, Donations & Sponsorship: The Committee is finalizing the auction & Sponsorship opportunities for the Gala.**
 - i. **HSA Service Hours:** Would like the HSA to approve a raffle prize of (25) service hours for the Gala. **ACTION ITEM:** The School has approved the request from the Gala Committee, but were told that the HSA needs to approve it as well. HSA approved the offering.
 - ii. **Auction App:** In the process of changing the app for the auction from Eventgives to Clickbid, which is more user-friendly and has better features for administering ticket sales, auction items, and the live auction. **ACTION ITEM:** Approval is pending with Father Hathaway and Mr. Loia.
 - 1. **Moving Date of Auction:** The Belle Haven Centennial is on February 10. Proposal to move the Father-Daughter dance to February 10, and the Gala to April 13.
- XIV. External Fundraising – Muffy Day**
- XV. New Business**
- a. **Online Spirit Store:** *Have we entertained creating an online BSSM school spirit store to sell branded hair bows, tee shirts, drinkware, hats, blankets, bumper stickers, etc.? This is a great way to show school spirit as well as market BSSM. [Rebecca Stalnaker]*
 - i. **A:** *We have a spirit store through Land’s End although limited items. I*

have discussed expansion with Mr. Loia. If we move forward with something more complex, we need a much more robust process that engages the HSA, the Admissions and Communications staff and the Office of Stewardship and Alumni staff. Would appreciate our thinking about this for the new school year. [Anne Mathis]

- b. **Small Businesses:** Is it possible to feature/highlight BSSM parent-owned small businesses each week in The Messenger? Our school community has so many wonderfully talented people – I know they would appreciate the business our school parents would provide. [Rebecca Stalnaker]*
 - i. **A:** Currently, we are working to put together a Corporate Partners Program and this type of highlight is part of that effort. The Office of Stewardship along with Ted Fyock will keep HSA Board up to date with next steps we are taking related to this. [Anne Mathis]*
- c. **Teachers' Lounges:** The teachers' lounges are overflowing. Do we have an inventory volunteer who can sort through the cabinets and inventory/organize the paper plates/cups/sugars/etc. so we can either use them or donate them to Christ House? [Rebecca Stalnaker]*
 - i. **A:** The Teachers' Lounges are actually low in many items at this point. The issue I believe may simply be one of organization and who is responsible internally to order items needed and keep it well stocked. I did this at the beginning of the school year for both lounges but got busy. Perhaps Hospitality folks, Gabby, and I could have a quick conversation about the issues and consider solutions. [Anne Mathis]*

XVI. 8:28 p.m. - Adjournment – Jonathan Day, HSA President