



JANUARY MEETING OF THE BOARD

COMMITTEE REPORTS AND MEETING MINUTES

The Basilica School of Saint Mary Home and School Association
Wednesday, January 10, 2024, at 7:00 PM
Christ Child Hall

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

- I. 7:10 p.m. - Call to Order** – Jonathan Day, HSA President
- II. Opening Prayer**
- III. Principal's Report** – Mr. Robert Loia, Principal
 - a. *Christmas Concert:*** We did have to postpone the Christmas concert for K-3, but it was a wonderful show. The kids were amazing, they had their hearts in it, and knew their songs and hand motions well.
 - b.** Returned to Mass at the Basilica on return from break.
 - c.** The first major even was held in the Library Media Center – the epiphany part for the parish staff; there were about 120 people there.
 - d. *Fifth Grade Field Trip:*** Went to the *other* Basilica – the National Shrine of the Immaculate Conception. The students did a scavenger hunt, went to mass, and had lunch.
 - e. *Encore Schedule:*** Still working on additional planning for the encore schedule before it is solidified and unveiled.
 - f. *Old Library:*** It doesn't look like it did – we are tearing out some old shelving, leaving the shelving around the walls, and we will be able to use it as a conference room for faculty and students.
 - g. *Eighth Grade Field Trip:*** Students will be going to the rally that precedes the March for the Life on the 19th.
 - h. *Mater Dei:*** There will be an evening for mater dei parents on January 18th; this is long overdue.
 - i. *Open House:*** We are about 20 applications ahead of where we were last year, and we have 20 more people registered for the open house than last year at this time. We are not increasing the class sizes, except for the current first grade – will not be more than 27 students per classroom.

- j. *Gala*: The Gala will be on May 31st at the Army Navy Country Club. Was able to get a great deal on the space. It will be on a Friday – the offsite venue will mean we need less decorations. Will want to get word out much earlier about summer parties and sign on parties. We might also want to invite some of the new families.
- k. *Catholic Schools Week*: Will be finalizing the schedule by Friday. There will be mass on the 28th – school families mass at 11:30. We are asking students to dress in full uniform. That will be followed by the Coming Home to Mary event. Monday is Community Day, and students will wear Spirit Shirts and PE bottoms, and will do a service project. Tuesday is Student Day, with a movie in the gym, popcorn and popsicles – students can wear Basilica blue. Wednesday is Family Day, and we will have parent cookies and cards, and a wall for military families. Thursday is Vocation Day, and there will be trivia, church bingo in homerooms, the Seminarians will visit, and there will be spiritual bouquets. Friday is Faculty Staff and Parish Staff Day.

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

- a. The net cash on hand is \$36,966, which is in line with where the HSA was last year. The budget is healthy and in the black. This includes the Christmas tree sales; expenses through the end of the year should be covered with those proceeds.
- b. **Does this apply to the school dances – if it’s per reimbursement, if it was going to be per event, that’s a different situation.**
- c. **Audit**: Following the recent audit performed by the Diocese, the following recommendations have been made to current HSA processes. In an effort to comply with the post-audit review, we will need to implement the following changes to the current HSA reimbursement process:
 - i. **Personal Reimbursements**:
 - 1. **Problem**: HSA member reimbursements that exceed \$500
 - 2. **Solution**: Event expenses requiring reimbursement that exceed \$500 threshold* will require the use of the school card or forwarding expenses to Anne Hampton directly. An alternative would be for the school to set up a direct payment with the vendor.
 - a. **The guidance from the audit team was to categorize the \$500 as a cumulative expense per reimbursement request.*
 - ii. **Amazon Purchases**:
 - 1. **Problem**: Reimbursement request for purchases made on Amazon.
 - 2. **Solution**: The Diocese would like all transactions through Amazon to be submitted through the school’s account. A list of items to be purchased can be given to Anne or Rebekah in the Business Office to order directly.
 - 3. **Question**: Does this apply to school dances? A: If it’s per reimbursement, yes, if it’s per event, that’s a different situation to discuss.

- V. **Secretary’s Report** – Erica Dempsey, HSA Secretary
- a. **December Meeting Minutes**
 - b. **HSA Communications:** A reminder that 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. **Mary Lead Us Campaign** – Anne Mathis
- a. **Bishop’s Visit:** The big news in December was the Bishop being here for the blessing of the Campus. We are working on a photo album of that for the community to see. We stand at about \$530K in the funding gap. We’re pushing to see if pledges can pay their balances sooner. Have had a really phenomenal response to the mailing we did. We will not be able to do any strategic fundraising in this calendar year, because the Bishop wants us to have a hear of charity; this is a diocesan decision. Fundraising will continue until lent; we cannot ask folks who haven’t given, but can ask for renewing gifts. The Parish cannot start a *new* campaign. The Bishop’s Lenten Appeal will begin on the 28th of January.
 - b. **Coming Home to Mary:** We will have this event to kick of Catholic Schools Week. The book fair will be happening during the event. We are having conversations with students to do guided tours, and will provide a full schedule for that event. There will be lunch in the cafeteria, and the school will be open from 12:30-4:00 – there will be basketball games going on.
- VII. **Annual Fund Report** – Eva Domotorffy, Magda Patrick, Ted Fyock
- a. **There are 455 families in the school, and we are working to get all families to participate. We are ensuring that people can pay what they have pledged; the delta between what people have pledged and what they have paid is not a very big difference. The pledges remaining are \$1.2M – it is a small number of donors that represent most of that amount.**
 - b. **Status of Annual Fund Campaign as of December 28, 2023:** We will continue our efforts with weekly messages, publicity events and some special promotions like raffle and challenge matches through the end of March. Our goal is both achieving the monetary target as well as attaining 100% family participation.

Year End Goal: \$100,000; 109% of goal!
FY24 Goal: \$150,000; 73% of goal.
FY24 Stretch Goal: \$200,000; 55% of goal.

	FY24	FY23 (7/1/22-1/2/23)
Total Gifts	\$109,430	\$98,140
Total Donors	195	186
Average Gift	\$510	\$481

Total First Time Gifts	\$12,560	
Total First Time Donors	47	
Total Grandparents Gifts	\$18,055; 17% of total giving to date	
Total Grandparent Donors	13	
Total # of gifts \$1,000 and above	39; \$67,059; 61% of total giving to date	

- VIII. Hospitality Committee Update** – Cara Burke, with Stephanie Scott and Rebecca Stalnaker
- a. **December:** Busy month with First Friday Bagels, a dual coffee/hot cocoa bar, and lovely poinsettias for the teachers’ lounges.
 - b. **January:** Looking forward to the open house this month.
- IX. FIS Update** – Erin Donnelly and Anne Heishman
- a. **Reminder to Committee Chairs:** Please email fis@smsva.org with the names and hours of volunteers participating in events outside of school hours. Chairs should confirm that registered volunteers fulfilled the hours/tasks they signed up for via Sign Up Genius links. Also, please provide FIS Chairs details of volunteer requests for Saints Seeking Shares in advance of the event.
 - b. **School Hour Volunteers:** Parents should continue to check in AND out when volunteering during school hours. We will put this reminder in The Messenger this week.
 - c. **FIS Share Status Emails:** FIS Chairs are in the process of tracking FIS shares for December events and fall CYO sports. Parents will soon receive an email with their FIS share status – completed or outstanding.
- X. Room Parent Update** – Laura Pfeiffer Coleman and Ashley McCurry
- a. **New Room Parents:** Due a family withdrawing from the school, we have added two new room parents for pre-k and 5th grade.
 - b. **Catholic Schools Week:** Room parents are working on Catholic Schools Week activities.
 - i. **Hand written thank you notes for the non-homeroom teachers.** If there are additional feast days we need to plan for, just need to know. Feast of St. Joseph – will have the same treat. Will need that kind of help again. Zepoly. March 19th
- XI. Community Health and Wellness, Family Wellness** – Jen Szymanski, Erin Bell
- a. **Community Health and Wellness:** No new updates since the December meeting. The Committee will be meeting later this month to discuss plans for Heart Month activities in February and Nutrition Month activities in March.
 - b. **Family Wellness:** The results of the parent survey are in, and we are talking to a really exciting possibility of a speaker who would be able to both give a teacher workshop and a parent presentation. Mr. Loia is working on the details on the

school's side of the discussion.

- c. Contracting with Leonard Sacks: Parents responded to the survey, and media technology was the first area of interest from parents. Another one was child behavior and teaching kids responsibility. Dr. Leonard Sacks is an amazing pediatrician and psychologist, and he speaks at a lot of Catholic schools. We are looking at April 17th. Dr. Sacks would do a teacher workshop during the day, and then he would do a presentation to parents in the evening.
 - i. Discussion of Costs: The HSA had a discussion about the cost and whether we wanted to partner with another school. The determination was that the HSA could cover the expense.

XII. Youth & Young Adult Apostolates – Mariane Staron

- a. **F3: Faith, Fun and Friends** (led by the Office of the Youth Apostolate staff, young adult leaders, high school leadership team, and parent chaperones): In place of the regular F3, the next one will be a special movie night on Friday, January 12, at the Lyceum Auditorium.
- b. **Small Groups** (led by parent volunteers in coordination with the Office of the Youth Apostolate staff):
 - i. **Blaze for 7th and 8th Grade Girls:** Continues to meet at Christ Child hall on a bi-weekly basis: January 8, January 16, January 22, and January 30. This month, they are covering the foundational truths found in the Bible, self-worth, friendships, and the need to hold fast to our values and beliefs.
 - ii. **St. Dominic Salvio Group for Middle School Boys:** The next meeting will be on January 31 after school, with a focus on making meals/sandwiches for the underprivileged.
- c. **CYO** (led by the CYO Athletic Director, coordinators, and the Director of the Youth and Young Adult Apostolates):
 - i. **Spring Sports:** Spring volleyball and track registrations planned to open mid-February.
 - ii. **CYO Day:** Planning a CYO Day to celebrate our CYO community and give back to the community; date should be finalized soon.
- d. **Special Events:** Annual Knights of Columbus Free Throw Competition for ages 9 to 14 will take place on Friday, February 2 at 6:00 p.m. in the Basilica School of Saint Mary gym.
 - i. Working on a March Spirit Day.
 - ii. **CYO Day:** Will be May 4, and will be designed to appreciate all of the kids and be held in the spirit of CYO. There will be stations, and a chance to earn tickets. We might have a dunk tank where students will have a chance to dunk someone.

XIII. Special Events Coordinator – Brianna Neasham

- a. See attached list of HSA events.
- b. **Colin Casey:** We will need to get the t-shirt contest going. The game will be held the week after the basketball season ends. Need to work with Ann about the

- food portion of the evening. We will need to start advertising.
- c. **Mother-Son Event:** We still need to land a date.

XIV. Gala and Auction – Haydee Moore

XV. External Fundraising – Muffy Day

XVI. New Business

- a. HSA Nominating Committee (per the bylaws)
 - i. We should think about establishing event dates by the end of the school year. FIS will reach out to existing chairs/cochairs and coordinators to gauge interest for next year. We hope to get the diocesan calendar and school calendar by March.
- b. Update on Six-Day SAINTZ Rotation? *Addressed during the Principal's update.*
- c. School safety in light of last week's incident in Iowa.
 - i. **School Safety Committee:** There is a School Safety Committee made up of parents who are in law enforcement, in the military, or in the Secret Service, and they have been fantastic. There are different things they have recommended that the school is looking at.
 1. **Camera:** Should the school install a camera at the front door where people can be filmed and see that they are being filmed?
 2. **Gate by the School:** Concerns about the gate at the alley – people can just walk around the gate, and there's no camera to be able to see who is entering the grounds on foot.
 3. **Fence:** Concerns about the see through fence, where anyone can see the kids off the sidewalk, and students are now closer to the front of the school.
 4. **Walking to Mass:** There was a discussion about walking to church with only one police escort. There are active shooter drills and but is there need for a greater process for the students walking to church.
- d. **School Calendar:** We won't have a start date for the next school year until the diocese gives us a start date. We started four days later because of construction. We are allowed to have up to 12 half days that count toward the total required days of school.

XVII. 8:33 -- Adjournment – Jonathan Day, HSA President

HSA Board Meeting Dates

- Wednesday, March 13, 2024, 7:00 p.m.
- Wednesday, April 10, 2024, 7:00 p.m.
- Wednesday, May 8, 2024, 7:00 p.m.
- Wednesday, June 12, 7:00 p.m.

Event Dates/Chairs

- ~~September 29, 2023 — Parent Fall Social and Faculty Appreciation Evening~~
- ~~October 28 — Fall Service/Clean Up Day — Jennifer Guirguis and Sarah Donovan~~
- ~~December 1 10, 2023 — Christmas Trees — Roy Shannon and Seamus Curley~~
- ~~December 2, 2023 — Santa's Winterfest — Dru Regan and Jaime Swanson~~
- ~~January 28, 2024 — Coming Home to Mary — Sherwood Turnbull~~
- March 2, 2024 – Trivia Night – Robert Hay and Susan Miller
- March 20, 2024 — Colin Casey Basketball Game — Katy Kleeman and Maura Burchette
- March 23, 2024 — Spring Service/Clean Up Day — Jennifer Guirguis and Sarah Donovan
- April 13, 2024 — Father-Daughter Dance — Kristie DePena and Kerstin Magnuson-Anderson
- April 20, 2024 – Movie Night — Doug Agopsowicz and Nicole Kolich
- May 9, 2024 — Grandparents/Special Friends Day — Stacy Harvie and Christine Lazan
- May 31, 2024 — Auction and Gala — Haydee Moore and Summer Bravo
- TBD — Mother-Son Event — Kerri Rygiel and Caroline Hollas