



APRIL MEETING OF THE BOARD

COMMITTEE REPORTS

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

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

- I. **Call to Order** – Jonathan Day, HSA President
- II. **Opening Prayer and Pastor’s Report** – Fr. Hathaway
- III. **Principal’s Report** – Mr. Robert Loia, Principal
 - a. **Past Events:** St. Patrick’s Day Celebration, the Feast of St. Joseph, the Food Drive (3,400 pounds of food collected); Colin Casey Classic Basketball Game; two 8th grade boys teams went to finals in CYO basketball; inclusion week with Special Olympics event; Service Clean Up Day; Nutrition Month; Holy Week with the school-wide retreat.
 - b. **Eclipse Day:** Huge success; we were happy to provide the students with glasses.
 - c. **Coffee with the Principal:** 4th and 5th grades so far. We discussed testing, progress, parents provided feedback. The sessions were helpful.
 - d. **Question:** *Why start next school year with a half day on Friday, 8/23? The school added the ½ day because otherwise we would end the third week of school. Sneak-a-peek and meet and greet will be Thursday, August 22. The Diocese has yet to approve the 2024-2025 calendar.*
 - e. The school is in its hiring season for teachers. You can see those open positions on the website.
- IV. **Treasurer’s Report** – Joe Young, HSA Treasurer
 - a. *The HSA is currently showing an operating loss of \$20,810.98. For context: The HSA is still operating with a healthy balance forward. The HSA had a net cash balance of \$143,771.54 at the end of the fiscal year (2023) that represented retained earnings, and is no considered “equity.” When we net the balance forward against the current operating loss year-to-date, we still have a net positive of \$122,963.53 (otherwise thought of as total profit). This does not*

include expected net proceeds from the Gala.

- V. **Secretary’s Report** – Erica Dempsey, HSA Secretary
 - a. **High Priority HSA Positions:** Will work with the FIS team to identify open positions for the 2024-2025 school year so as to publicize high priority HSA positions in *The Messenger* before the end of the school year.
 - b. **Board Elections/Bylaws Approval:** Would recommend putting a slate of Board officers to the school community via *The Messenger* before the end of the year so that they may be ratified, rather than waiting until early next year. Will work with Ann Ross on this once a list of officers is determined.

- VI. **Mary Lead Us Campaign** – Anne Mathis
 - a. **There is currently a \$350,000 gap.** The next step is donor recognition. We plan to have a program throughout the property, however we are still putting together the details and need approval from Fr. Hathaway and Mr. Loia.

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

FY24 Goal: \$153,810; 104% of goal.

FY 24 Stretch Goal: \$200,000; 77% of goal.

	FY24	FY23 (7/1/22-2/26/23)
Total Gifts	\$153,810 (w/pledges)	\$123,954
Total Donors	252	214
Average Gift	\$570	\$579
Total First Time Gifts	\$18,900	
Total First Time Donors	75	
Total Grandparents Gifts	\$18,055; 17% of total giving to date	
Total Grandparent Donors	13	
Total # of gifts \$1,000 and above	43; \$76,309; 51% of total giving to date	
Specific Initiatives		
Patrick Family Email (11/18/23)		\$2300
Saint Nicholas Winter Festival Email (12/2/23)		\$900
McMorris Family Email (12/9/23)		\$1600
Leah Hays/Library Media Center Email (12/16/23)		\$1500
Chase Hollas Email (1/20/24)		\$0
Basic Solicitation Email (2/3/24)		\$2450
Challenge Email 1 (2/21/24)		\$450
Challenge Email 2 (2/21/24)		\$2450
The Messenger (Loia Thank You)		\$375
Average Email Opens		84.1%

Average Email Clicks	6%
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Next Solicitation/Activities

- a. Go Saints! Fund Thank You Video to be emailed to entire school community after Easter break.
- b. April 11th Finalsite Admissions and Marketing Workshop at The Langley School in McLean, VA.
- c. Go Saints! Fund Thank You Reception/Garden Party at the Paiks on April 20.

VIII. Hospitality Committee Update – Cara Burke, with Stephanie Scott and Rebecca Stalnaker

- a. **February and March Events:** First Friday Bagels (gluten free bagels are still a favorite), heart-shaped pop-tarts for St. Valentine’s Day, and Misha’s coffee and gourmet pop-tarts to celebrate the start of Easter break. Under consideration are some fresh teacher appreciation ideas for April.

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. There is now a tutorial on the website under Parents > Home and School Association (HSA) > Families-In-Service (FIS) > Tutorial for School Check-In.
- c. **FIS Share Status Emails:** Emails were sent on February 6, 2024. FIS Chairs received a handful of questions which were addressed.
- d. **Chair/Coordinators Next Year:** In May, emails will be sent to all current Chairs/Coordinators (including Co-) to see if they want to fill their existing FIS position(s) again for the next school year.

X. Room Parent Update – Laura Pfeffer Coleman and Ashley McCurry

- a. May Crowning will be May 13.
- b. Request to add additional VIRTUS trainings for our parents (then open up to Diocese). Mr. Loia will ask Mrs. Cremer. Also suggested including new parents to St. Mary’s.

XI. Community Health and Wellness, Family Wellness – Jen Szymanski, Erin Bell

- a. **Community Health and Wellness:** March was National Nutrition Month and students had the opportunity throughout the month to learn about and sample different functional foods every Monday at lunchtime. They enjoyed blueberries, pumpkin seeds, dates and beef jerky. The library distributed worksheets and displayed books relevant to the theme of “Beyond the Table,”

and posters were displayed in several areas throughout the school. The students seemed to really enjoy the activities. February was Heart Month, which included the inaugural heart walk around the school campus, a bingo game, and the “Saints in Motion” photo wall. We look forward to expanding both the Health and Wellness Committee and activities in the future to create more awareness around health and well-being.

- b. **Family Wellness:** Over 160 adults are registered to attend the event with Dr. Sax on April 17, with about 45 book orders. Light refreshments will be offered.

XII. Youth & Young Adult Apostolates – Mariama Strycula *for Mariane Staron*

- a. **Volleyball:** In its fourth year. We’ve tripled in size the past three years and have 90+ girls in grades 3-8 playing this season. Games started April 6.
- b. **Spring Track** started April 10 with the diocesan meet to be held at Bishop O’Connell High School on May 18. We expect 120 participants for Spring Track.
- c. **The Basilica CYO Volunteer Appreciation Reception** will be held at the Lyceum from 4-6 p.m. April 21. This is for the nearly 150 CYO volunteers who make the sports happen while practicing faith and fellowship while teaching our 500+ athletes safe sports.
- d. **CYO Day** will be from May 4 from 2-5 p.m. for all children who participated in Basilica CYO this school year. The afternoon will include sumo wrestling matches just for 8th graders, a dunk tank and an inflatable obstacle course for all as well as music and games. Fr. Peter, Ms. Finnerty and Mrs. Carey have committed to attend. More staff will be asked and all are welcome! CYO athletes will receive their Basilica CYO athlete ribbons. An extra special gift will be given to 8th grade CYO athletes.

XIII. Special Events Coordinator – Brianna Neasham

XIV. Gala and Auction – Haydee Moore

- a. **Ticket Sales:** Sales are over \$35,000, and we will continue to market the event in The Messenger, on social media, and in the Reception area to encourage ticket sales. We hope to sell out of tickets soon. Note that tickets are pre-sale only and not available for purchase onsite at the event. We’ve also included the gala invite in outreach to newly accepted families.
- b. **Sponsorship and Donors:** Sponsorship and donor solicitations are underway. If you own or work at a small business/company who can sponsor or donate an item/service or would like to support the event financially, please reach out to Samanthajobradly@gmail.com or amathis@smsva.org.
- c. **Class Baskets:** Outreach coming soon for class theme ideas via Class Parents.

XV. External Fundraising – Muffy Day

XVI. New Business

- a. **2024-2025 School Calendar, including Friday start date. *See above.***

- b. **VIRTUS Trainings:** Request for more VIRTUS trainings for next school year; also, several parents (including new parents) have been trying to reach Mrs. Cremer about compliance updates but have not received responses, and time is running out on this year. *See above.*
- c. **Status of School Athletics:** If no activity, then FIS shares will not be issued. *Mr. Loia will pursue School athletics.*
- d. **Recent Porto Charities Gift of \$20,000:** What will these funds be directed toward in the school? *Will support the Mater Dei Program.*
- e. **Drama shows** are 5/10 and 5/11 at 7:00 p.m. at Bishop Ireton.
- f. *Mrs. Hampton is no longer in the business office but is still doing Extended Day. Business office requests need to go to Kelly Cates.*

XVII. **Adjournment** – Jonathan Day, HSA President