



MAY MEETING OF THE BOARD

COMMITTEE REPORTS

The Basilica School of Saint Mary Home and School Association
Wednesday, May 15, 2024, at 6:30 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. **Recent Events:** Dr. Sax Event; Teacher Appreciate Week; Confirmation; First Communion; May Crowning; CYO Day; MAP Testing; Grandparents Day; Field Day; Frozen, Jr. play; Nurse Appreciation Day.
 - b. **Upcoming Events:** Band, Strings, Guitar, Choir performance on May 29; Field Trips; Battle of the Books
 - c. **Hiring Efforts:** Last year, the school had 27 new hires. Will have less this year but almost all are filled. We need a 5th and 6th grade science teacher; 5th and 6th grade and middle school language arts teacher, as well as middle school aids. Others as well.
 - d. **Changes for 2024-2025 School Year**
 - i. **Math Resources:** Math resources teacher for 4th, 5th and 6th grade, plus an additional teacher in 5th and 6th who will exclusively be teaching Math.
 - ii. **Science:** One teacher who will only be teaching 5th and 6th grade science.
 - iii. **Advancement Office:** New role for Ann Ross as webmaster. Communications will be broken up so there will be a change in who we relay events and Messenger items too.
 - iv. **Renovated Spencie Program**
 - e. **Teacher Criteria:** Teachers do not have to be certified per the Diocese. They do not need to get certified while at school, but have 1 year to become VCEA or State certified (per Mrs. L.). Looking for “mission fit”, intellectual formation, skilled at delivering their subject matter, passionate, energetic and have a love for children.

- IV. **Treasurer's Report** – Joe Young, HSA Treasurer
 - a. The HSA currently has a net profit of \$9,165.80. The net profit is a fiscal year-to-date figure. This is in addition to the balance forward (now considered net assets to the HSA) in the amount of \$143,774,51.

- 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. **Grandparents & Special Friends Appreciation Day** – Anne Mathis

- VII. **Annual Fund Report** – Eva Domotorffy, Magda Patrick, Ted Fyock
 - a. Donor reception held at the Domotorffy home.
 - b. Currently at \$154,100, which is \$4,000 over the goal.
 - c. 253 donors in total, including 75 1st time donors and 13 grandparents
 - d. The option to give is still available, however we won't be pushing anymore because of the Gala. Will send a final message at the end of the year.

- VIII. **Hospitality Committee Update** – Cara Burke, with Stephanie Scott and Rebecca Stalnaker
 - a. First Friday Bagels in May, and the Committee is gearing up for a fun May event.

- IX. **FIS Update** – Erin Donnelly and Anne Heishman
 - a. **Reminder to Committee Chairs:** By 6/3, 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.
 - 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 (Has) > Families-In-Service (FIS) > Tutorial for School Check-In.
 - c. **FIS Share Status Emails and Invoices:** Emails will be sent on 6/3 to all 8th grade parents and families withdrawing; deadline for payment via FACTS is 6/10. For returning families, emails will be sent on 6/11 with a deadline for payment of 7/1.
 - d. **FIS Position Preference(s):** Current Chairs/Coordinators (including Co-) will receive an email regarding FIS positions for next school year asking them for their FIS Position preference(s). Deadline is 5/31.

- X. Room Parent Update** – Laura Pfeffer Coleman and Ashley McCurry
- a. **May Crowning:** The May Crowning is on May 13. Still seeking about 7 volunteers to help with the floral arrangements (11 of the 18 volunteer spaces have been filled).
 - b. **Class Baskets for Auction:** We received the suggested basket items for the Auction on May 13. We sent to Room Parents on May 4. Some Room Parents have expressed concerns with coordinating the baskets because 1) last year all Room Parents had to do was send out the email soliciting the requested items and the Auction Committee took care of the rest, and 2) coordinating class baskets was not included in the Room Parent description in the FIS catalog or the materials distributed at the Room Parent kick off meeting last September. We've told the Room Parents that if one of the six room parents in a grade cannot coordinate the basket, the room parents may request a volunteer from the class to do it. That volunteer will receive 5 FIS hours.
- XI. Community Health and Wellness, Family Wellness** – Jen Szymanski, Erin Bell
- a. **Community Health and Wellness:** Committee will be meeting mid-May to discuss planning for next year's activities.
 - b. **Family Wellness:** Recap and key take aways from event with Dr. Sax.
- XII. Youth & Young Adult Apostolates** – Mariane Staron
- a. **CYO Day:** Occurred on May 4. Big thanks to Fr. Peter, Mrs. Finnerty, Mr. Ortega, Mr. Vickery and Mrs. Carey for all their support in the dunk tank and on school grounds getting the kids excited. There were over 250 kids despite the weather.
 - b. **Track:** The Diocesan CYO Track Meet is happening May 18 at Bishop O'Connell High School.
 - c. **Volleyball:** CYO Volleyball enters its last two weeks of play, ending with a tournament.
- XIII. Special Events Coordinator** – Brianna Neasham
- XIV. Gala and Auction** – Haydee Moore
- a. Only 30 tickets left.
 - b. \$30,000 in sponsorship
 - c. Need sign on parties; only 9 so far.
 - d. Will be sending various videos out (about sign ons, what to wear, needs of school/how your donations will be used, etc.)
 - e. Seeking volunteers for day of.
 - f. Seeking sponsorships
 - g. Gala next year will be March 1st at the Army Navy Country Club
- XV. External Fundraising** – Muffy Day

XVI. New Business

- a. Status of hiring efforts for next year. Does St. Mary's require professional/state certifications for teachers? If not, why not? **See above.**
- b. Finalized 2024-2025 school calendar
- c. 2024-2025 HSA Board Members solidified by end of school year. **Mr. Loia requested to establish a nominating committee for HSA Board Members.**
- d. 2024-2025 HSA Calendar of Events by end of school year
 - i. **Proposed Dates for HSA Meetings (Thursdays at 7:00 p.m.)**
 1. August 14
 2. September 12
 3. October 3
 4. November 7
 5. December 5
 6. January 9
 7. February 13
 8. March 13
 9. April 10
 10. May 8
 11. June 12
 - ii. **Proposed Dates for HSA Events**
 1. Parent Fall Social & Faculty Appreciations – September 20
 2. Fall Service Clean Up – October 26
 3. Christmas Tree Sales – TBD
 4. St. Nicholas Festival – December 7
 5. Father Daughter Dance – February 22
 6. Mother Son Event – February 23
 7. Trivia Night – TBD
 8. Gala – March 1
 9. Colin Casey – March 20
 10. Spring Service Clean Up – March 29
 11. Movie Night – May 3
 12. Grandparents & Special Friends Day – TBD
- e. Follow-up on additional VIRTUS sessions from April meeting
There is a new Diocesan policy for VIRTUS. Parents must have background check completed first (fully) before they can do the VIRTUS training. Mary Beth Cremer plans to schedule a training in August.

XVII. Adjournment – Jonathan Day, HSA President

HSA Board Meeting Dates

- ~~Wednesday, September 13, 2023, 7:00 p.m.~~
- ~~Wednesday, October 11, 2023, 7:00 p.m.~~
- ~~Wednesday, November 8, 2023, 7:00 p.m.~~
- ~~Wednesday, December 13, 2023, 7:00 p.m.~~
- ~~Wednesday, January 10, 2024, 7:00 p.m.~~
- ~~Tuesday, February 6, 2024, 7:00 p.m.~~
- 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 (javersano@gmail.com) and Sarah Donovan (sarahbdonovan@gmail.com)~~
- ~~December 1-10, 2023 — Christmas Trees — Roy Shannon (rshannon@smw.law) and Seamus Curley (shaycurl86@hotmail.com)~~

- ~~**December 2, 2023 — Santa's Winterfest**~~ — Dru Regan (dalexisregan@yahoo.com) and Jaime Swanson (jaimelcheng@gmail.com)
- ~~**March 2, 2024 — Trivia Night**~~ — Robert Hay (roberthayjr@gmail.com) and Susan Miller (susanbmiller11@gmail.com)
- **March 20, 2024 — Colin Casey Basketball Game** — Katy Kleeman (katykleemann@gmail.com) and Maura Burchette (mauraburchette@gmail.com)
- **March 23, 2024 — Spring Service/Clean Up Day** — Jennifer Guirguis (javersano@gmail.com) and Sarah Donovan (sarahbdonovan@gmail.com)
- **April 13, 2024 — Father-Daughter Dance** — Kristie DePena (kristen.depena@gmail.com) and Kerstin Magnuson-Anderson (kerstinmag@yahoo.com)
- **April 14, 2024 — Mother-Son Event** — Kerri Rygiel (ktrygiel@gmail.com) and Caroline Hollas (cmhollas@gmail.com)
- **April 20, 2024 — Movie Night** — Doug Agopsowicz (doug@innocordia.com) and Nicole Kolich (nicolekolich@gmail.com)
- **May 31, 2024 — Auction and Gala** — Haydee Moore (hgamezmoore@gmail.com) and Summer Bravo (summer.b.bravo@gmail.com)
- **May 9, 2024 — Grandparents/Special Friends Day** — Stacy Harvie (stacy.harvie@gmail.com) and Christine Lazan (christinehlanza@gmail.com)