



THE BASILICA SCHOOL OF SAINT MARY

Founded 1869 - Alexandria, Virginia

The Basilica School of Saint Mary Home and School Association Agenda and Committee Reports Thursday, October 3, 2024 - 7:00 pm Library Media Center

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

HSA MISSION

The mission of the Association is to provide a structure where parents partner with the administration and faculty to support the spiritual and academic excellence of the School's children. The Association supports the School through four core activities:

- School community development
- Fundraising to support the school
- Assist with the facilitation ministry outreach to the school community
- Providing parents of students with knowledge about school functions and activities

AGENDA

- I. 7:05 p.m. Call to Order – Sarah Magruder Lyle, HSA President
- II. Opening Prayer and Pastor's Report - Father Hathaway
 - Confessions held throughout the past month.
 - All-school Mass at the Basilica on 10/4.
 - Pet blessing on 10/4.
 - Living Rosary on Monday at 8:15 in the gym (Feast of Our Lady of the Rosary).
 - Oktoberfest on 10/6 from 2-5 pm.
 - Keep a Christian focus on All Saints Day during Halloween; All Saints parade at 1:30 on 11/1.
 - Consider more police presence at outdoor events.
- III. Principal's Report – Mr. Robert Loia, Principal
 - a. MAP testing completed, results going home via backpack mail on 10/3. Good baseline results: next test scheduled for January/February with a 60% class goal.
 - b. Faculty retreat and PD days: visited John Paul II Cultural Center and Basilica on 10/27; diocese-wide PD held on 10/30.

- c. Principal's Coffee: sessions held with Pre-K and 6th grade, scheduled for all grades. These informal meetings promote communication and trust.
- d. Positive dialogue encouraged among faculty when discussing student growth.
- e. Virtus training held on 9/28.
- f. Successful Back-to-School Social enjoyed by all.
- g. 21 sets of twins at the school received a blessing.
- h. Hispanic Heritage Month celebrated with a student-visited display in CCH.
- i. Parish apostolates, like Jr. Legion of Mary and Heritage Girls are bringing new energy to the school.
- j. After School activities: ballet popular, boys' and girls' choir thriving with 60 students, drama club attracting 68 participants.
- k. Coat drive ongoing, more donations welcome.
- l. Upcoming events:
 - i. Feast of St. Francis Pet Blessing: 10/4 at 4 pm.
 - ii. Living Rosary: 10/7 in the gym.
 - iii. Parish Oktoberfest this weekend.
 - iv. Preparing for Halo's Week of Generosity: Halo needs grooming; looking for a small care team (can't be dry cleaned, FISshares possible).
 - v. School cleanup on 10/26.
 - vi. Open house on 11/21; marketing underway.

IV. President's Update – Sarah Lyle, HSA President

V. Treasurer's Report – Joe Young, HSA Treasurer

UPDATE

- 1. The HSA has a current gross balance of \$32,638.78 with expenses pending in the amount of ~\$3k, leaving the HSA an estimated net carryforward balance of **\$29,638.78.**

VI. Teacher's Report - Mrs. Luechtefeld

- 1. Teachers enjoyed the social, likened to a wedding, and appreciated the outdoor setting.
- 2. End-of-week timing may impact attendance due to distance; some missed the invite (went to spam). Consider written invitations and offering incentives (e.g., jean day).
- 3. Faculty appreciated the treats provided by HSA at the meeting.

VII. Committee Updates

a. Fall Service Clean-Up Status - Jennifer Guirguis

- 1. 35 families interested in helping. Sign up through FIS shares.
- 2. Task lists need to be divided.
- 3. Plan to bring back the blacktop map.
- 4. Committee met on 10/2.
- 5. Advertised in the Messenger 3 times.
- 6. Commitment needed from interested families; a Sign-up Genius will be sent out.

7. Materials need to be procured in advance—coordinate with Kelly Cates and cc Joe Young for Amazon purchases.
8. Indoor tasks will be addressed if it rains.

b. Christmas Tree Sales - Roy Shannon/Seamus Curly

1. Short time between Thanksgiving and Christmas this year.
2. Aiming to open on 11/30 weekend, pending delivery confirmation.
3. Delivery Saturday, open Sunday, with a big social media push.
4. Need a strong volunteer push since it's Thanksgiving weekend.
5. Volunteers needed to unload the truck (can't bring it in due to the new fence).
6. Ordering 520 items this year, down from 700 previously.

c. Saint Nicholas Festival - Dru Regan/Jaime Cheng

UPDATE

1. Call scheduled with HSA VP to review support needs and questions on Friday, October 4th.

d. Overview CYO Fall and Winter Sports - Marian Staron

UPDATE

1. F3: Faith, Fun, and Friends

led by the Office of the Youth Apostolate staff, young adult leaders, high school leadership team, and parent chaperones

- First F3: on Sep 27th had 22 middle school students in attendance.
- 9 high schoolers compose the leadership team.
- Next meeting on 10/25

2. Small Groups:

led by parent volunteers in coordination with the the Office of the Youth Apostolate staff

- Blaze:
 - 7th Grade 11 registered: first meeting 10/3
 - 8th Grade 16 registered: first meeting 10/9
- St. Dominic Savio Group 31 middle school boys registered
 - First meeting: 9/18; Next meeting: 10/16

3. CYO:

led by the CYO Athletic Director, coordinators, and the Director of the Youth and Young Adult Apostolates.

- BSM CYO registration for tennis, track, cross country, and basketball is closed.
 - Tennis – 180 registrants and matches are being played each Sunday until November 3.
 - Track – 75 registrants and meet is being held at Bishop O'Connell High School on October 19.

- Cross Country – 90 registrants with the following meets: October 6, October 12, and October 26 (championship meet).
- Basketball – 265 registrants with clinics beginning 10/8 and assessments 10/22.

- Mariane Staron and Mr. Loia working together on weekend set up and clean up.

- 10/10 - 8th Grade Fall CYO Celebration will be held in the gym.
- 11/3 CYO mass @ 830am.

4. Other Groups

- Junior Catholic Daughters of America (33 girls registered in MS and HS) had their first meeting on 9/22. Next meeting on 10/20
- American Heritage Girls: started their meetings on 9/25 at the school.
- Trail Life is currently recruiting more youth and leaders.

e. Hospitality committee fall social debrief - Cara Sims

UPDATE

1. Spend is coming in - Total looks to be \$12,123 (against a \$9,958 budget, with \$1,200 additional as approved last HSA Meeting, to total \$11,158)
 - a. Catering - \$6,000 (approx)
 - b. Tent Rentals- \$1,258
 - c. Wine, Beer & Sodas - \$1,500 (approx, some leftover)
 - d. Espresso Martini/Cappuccino Bar - \$1,800
 - e. 2-Piece Jazz team - \$900
 - f. Cocktail Napkins - \$115
 - g. 20 Potted Mums - \$250
 - h. Florals for the Tables - \$300
 - i. Tabletop Lights - \$150

2. Event Post-Mortem - Great event - tent and decor looked fantastic, band and seating added to ambiance. Espresso bar was a hit. Improvement opportunities - food order was approx 10-30% in excess, but good not to run out of food (as in previous years). Because only 2 hours, perhaps do more cold appetizers and desserts? For warm days, anticipate more white wine consumption. HSA to send teacher's a note in future before the event encouraging attendance. Would also like to look into food donation after the event (Christ House?)

f. Annual fund - John & Fiona Moran

UPDATE

1. Letters to families are arriving this week with a call for giving and an overview of the new giving circles.
2. Next week, October 7-11, will be "Giving Week," which will be our primary push for contributions to the Go Saints! Fund.
3. We have a video going out Monday morning around our theme of "Excellence Through Generosity" with testimonials from students, teachers, alumni, and more.
4. There will also be emails and social media posts throughout the week with updates and highlights of the Go Saints! Fund supports, as well as some in-school activities for students.
5. After Giving Week, we'll be taking stock of progress and soliciting feedback.

g. FIS - Erica Dempsey/Anne Heishman
UPDATE

1. Many critical roles, including all Room Parent nominations, have been filled with a few outstanding, as noted below. We emailed an update to Rebecca Lilly for the Messenger to remove trivia night and external fundraising from the ad, as those positions were filled, and to add HSA Inventory Chair and HSA Fundraising Programs and Events Executive Chair .We have one band parent aide already. If we get two aides, that's great, but I don't think it is critical to fill the second position.
2. We will begin tracking hourly volunteer shares this week. We have been emailing Sign-Up Geniuses to the Saints Seeking Shares ("SSS") listserv and responding to email inquiries.

SUPPORT

1. **Critical roles to be filled include:** HSA Fundraising Programs and Events Executive Chair, HSA Community Health & Wellness Chair, HSA Events Photographers (2 positions), Graduation Day Coordinator (FIS contacted potential parent again), Movie Night Chair, Father-Daughter Dance Co-Chair, Odyssey of the Mind, Lego Robotics, School Athletic Director, Assistant Athletic Director.
2. **HSA Fundraising Programs and Events Executive Chair:** FIS sees this as a critical role to be filled. Many chairs have questions pertaining to the logistics of their event. These are not questions FIS can answer. We really need a parent in this role on the HSA Board to be able to assist with inquiries such as

the one we received about St. Nick. CYO also had logistical questions about gym use. The parent in that position needs someone at the school who can help with these inquiries.

3. **Requests for Volunteers:** Chairs who need volunteers for their event should send an email to FIS with either a link to a sign-up genius or a detailed email with how many parents are needed, time slots, and roles to be filled. We typically send out the requests for volunteers within 24 hours of receiving it, if not sooner.
4. **HSA Events Photographers (2 positions):** If I recall correctly, Stephanie had a great idea at the last meeting to include a photographer (or two) as a role for any event needing volunteers, as opposed to trying to fill a year-long position. For example, when the fall clean-up service chairs are ready for FIS to circulate their sign up genius, let's add a role for a photographer, or it could be one photographer per one or two-hour block.
 - a. Need to determine the safest and most reliable method for taking photos
 - b. ACTION: determine the logistics and write a protocol.
 - i. AH will take a stab at drafting something and share with SD and SML
5. Playbooks for FIS positions and events would be beneficial
 - a. SD is coordinating a lot of this with committee chairs using Google docs to capture as much information as possible and building on that in a centralized place.
 - b. Ms. Touchet is a first point of contact point for any questions for event chairs

DECISION

1. HSA and School Administration to prioritize HSA Fundraising Programs and Events Executive Chair and Movie Night chairs.
2. School Administration to provide an employee contact who can answer inquiries about event logistics.
3. HSA (or FIS) to send communication to chairs about what information to include in a request for volunteers/sign-up genius and to suggest adding a photographer slot to their event.

h. Room Parent - Ashley McMurry

UPDATE

1. We held our Room Parent meeting with Mr. Loia on 9/19.
2. Today (10/2) is National School Custodians Day so the Asst. Room Parent Coord. and I are delivering some cookies and a card as a thank you.
3. Welcome Letters:
 - Room Parents are continuing to send out their welcome letters and I am hopeful those will be completed this week. Homeroom teachers for each grade needed to meet and coordinate with that grade's room parents to supply the room parents with some of the information for their Welcome Letters. Unfortunately, despite my effort to start getting this information before our meeting on 9/19, many of the grades were not able to meet until this week.
 - Pre-K is complete. 5th-8th have their information and of those which have not been sent, several are with the teachers for their approval and the other room parents have told me I should have those today or tomorrow. (the 2nd or 3rd). 2nd Grade met yesterday (10/1) and 4th meets today (10/2), so I also expect those imminently. 1st and 3rd Grades are due to meet this week, though the Room Parents told me the teachers were trying to finalize a date. Kindergarten is planning to meet the 8th, so I suspect that will be the last set to go out.
4. I also need to finish setting up the school email they gave the room parents, which will happen this week, but between the Welcome Letters, work, and my son's doctors appointments this week, I just haven't had a chance to do it yet.

SUPPORT

1. I don't think there is much for this section right now, since this is actively moving.

DECISION

1. I would like to provide a one-pager for the new teachers next year on the Room Parent program. From what I've heard, some of the new teachers didn't really know how to use their room parents, or what info they needed, and I think that slowed this down.
 - a. YES to move forward with one-pager.
 - b. Mr. Loia will review the draft before sending to teachers
2. I would also like to attempt to hold the meeting a little earlier next year so that the process of the grades coordinating can be moved up. It may help for us to try and get a date on the calendar over summer.

- a. Possible solution - can class captains be used in the interim until room parents are determined?

i. External fundraising - Muffy Day

UPDATE

1. Dates for the school year for the Dinner to Go Program have been secured with Both Lebanese Taverna and Delia's Brick Pizza. Oct. 17th, Nov. 21, Dec. 5, Jan. 16, Feb. 13, March 12, April 10, May 8.
2. Flower Power Fall Bulb Program underway - fundraising goal: \$2,000. Will market parish wide as well via parish e-newsletter. There is a Holiday and Spring Flower fundraising program as well.
3. Researching additional initiatives that build the community and serve the school:
 - a. School Supply Boxes - fundraiser allowing parents to buy a box of school supplies at the start of the school year.
 - b. Spirit Wear
 - c. Need to identify a parent volunteer (s) for these two initiatives.

VIII. New Business

IX. Next HSA Meeting: November 7, 2024, 7:00 p.m.

X. Adjournment – Sarah Magruder Lyle, HSA President