



# 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, September 12, 2024 - 7:00 pm Library Media Center

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

- I. 7:00 p.m. Call to Order – Sarah Lyle, HSA President
  - a. Meeting structure and protocol
  
- II. Opening Prayer
  
- III. Principal's Report – Mr. Robert Loia, Principal
  - a. UPDATE
    - i. Admin:
      1. School year has been off to a productive start thanks to the new and veteran teachers. Total student body is 736 students, which is about where we were last year.
      2. Ms. Fraga, Assistant Principal is a great addition to the team and works well with the Leadership team.
      3. Mrs. Benjamin has assumed the role of Director of Learning Support Services.
      4. Several successful events marked the beginning of the school year, including 2 school masses at the Basilica and 2 back-to-school nights.
    - ii. Upcoming dates to note:
      1. Fall social - 9/20
      2. High school information night (8th grade) - 9/25
      3. Blessing of the twins - 9/26
      4. Faculty retreat and no school - 9/27
      5. Diocesan Professional Development and no school - 9/30
    - iii. Curriculum:
      1. School counselor, Mrs. Schmalzer is dedicated to the middle school, but she will be available to handle emergency situations in the elementary school and will teach study skills to 7th graders.

2. Math interventionist, Mrs. Woodall is a math specialist who will have small group classes to allow for differentiation in instruction.
3. New writing program focuses strongly on the structure of writing.

b. SUPPORT

- i. Requesting for dialogue amongst members on the current HSAMission and Objectives.
- ii. Would like to develop a new role within the HSA for “Class Captains” whose role is developing class-based parent communities within each grade level.

c. DECISION

- i. Mission and Objectives were distributed and the executive committee will provide feedback at the next meeting.
- ii. HSA EC members will draft a description for the “Class Captain” role and submit it to Mr. Loia for approval.

IV. Pastor’s Report - Father Hathaway

a. UPDATE

- i. Very happy to start the school year with new teachers, a new slate and new energy!
- ii. Celebrated the opening of the Basilica Museum this evening (9/12).
- iii. Happy to welcome Father James Serby.
- iv. School Confession has started.

V. President’s Update – Sarah Lyle, HSA President

a. UPDATE

- i. Committee update model: support/action/decision

b. SUPPORT

- i. We would like to encourage more school wide participation from other parents within the school community.

c. DECISION

- i. Stephanie Dolan will be reaching out to all committee members to check on needs, push feedback and make decisions.
- ii. Future meetings will be held in the library

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

a. UPDATE:

- i. The budget is healthy and in the black. The carry over from last school year is about \$47K. This includes a number of things done over the summer, including the purchase of a new scoreboard.

b. DECISION

- i. Event expenses requiring reimbursement that exceed the \$500 threshold will require the use of the school card or forwarding expenses to Kelly Cates directly.

- ii. Amazon and Costco Purchases: the school has both Amazon and Costco accounts, so reach out to Joe Young or Kelly Cates for purchases made through these two vendors. By doing so, HSA is able to leverage the school's tax exempt status and create greater impact for the school with less funds.
- iii. Receipts must be turned in within 60 days for reimbursement and must include the actual, physical receipt.

VII. Committee Updates

a. Fall Social - Cara Burke (calling in)

i. **UPDATE**

- 1. Hospitality met with Anne Mathis on 8/23 to discuss the budget (Total \$9,958) and was approved by Mr. Loia.
  - a. Catering - \$4,700
  - b. Tent Rentals- \$1,258
  - c. Wine, Beer & Sodas - \$800
  - d. Espresso Martini/Cappuccino Bar - \$1,800
  - e. 2-Piece Jazz team - \$600
  - f. Decor, Plates, Napkins, Cutlery - \$800
- 2. Sign-up Genius for parent volunteers will be distributed via FIS Saints Seeking Shares this week, and if not enough sign-ups, then The Messenger on 9/19

ii. **SUPPORT**

- 1. The Hospitality Committee is requesting additional financial support of \$1,200 to cover beer, wine and soda - in line with previous year's spend. Extra would be stored in the HSA closet for future events. Other budget savings have already been activated.

iii. **DECISION**

- 1. Funding for additional \$1200 is approved. Joe Young will follow-up on the process for purchase.
- 2. Fourth member of the hospitality committee has been approved.

b. Annual Fund - Fiona Moran

i. **UPDATE**

- 1. Theme: Excellence in Generosity
- 2. Focus is on the teachers this year
- 3. Main points:
  - a. contributions go to the budget gap between tuition and the costs that it takes to run the school; over 75% goes to the teacher salaries and benefits.
  - b. Excess funds raised will be used to provide new initiatives to help support and retain teachers.
  - c. Goal is to raise \$200K+
  - d. People can already donate and a mailing will be forthcoming.
  - e. Giving Week in October will be a big push, and the goal is to be done at the parent/school level by the end of the calendar year.

- c. Families-in-Service - Anne Heishman / Erica Dempsey
  - i. **UPDATE**
    - 1. Many critical roles, including all Room Parent nominations, have been filled with a few outstanding.
  - ii. **SUPPORT**
    - 1. i. Critical roles to be filled include: HSA Community Health & Wellness Chair, HSA Events Photographers (2 positions), Band Parent Aide, Graduation Day Coordinator (pending), Movie Night Chair, Trivia Night Chairs, Father-Daughter Dance Co-Chair, External Fundraising, Odyssey of the Mind, Lego Robotics, Works of Mercy Co-Chair, School Athletic Director, Assistant Athletic Director
  - iii. **DECISION**
    - 1. HSA and School Administration to prioritize the roles to be filled above.
    - 2. Will post a targeted note in the Messenger for priority roles to still be filled.
    - 3. Sign-Up Genius may be an option to fill some lower profile roles as the year goes on.
- d. Room Parent - Ashley McCurry
  - i. **UPDATE**
    - 1. Room Parent nominees have been contacted and half of them confirmed their appointments. Follow-up was sent on 9/11
    - 2. Room Parent Kickoff Meeting has been tentatively set for Sept 19 at 8pm (original request from Mrs. Touchet was 7pm- to be confirmed with Mrs. Touchet)
    - 3. Room Parent Welcome Letter Draft is ready
    - 4. Lists will be completed by Monday, 9/16/24.
  - ii. **DECISION**
    - 1. Can School Administration support the later start time on Sept 19 (8pm) for kickoff meetings?
  - iii. **SUPPORT**
    - 1. School Administration support to finalize meeting scheduling, meeting logistics (i.e., Zoom Link), and Google Groups
- e. Youth Apostolate Program - Mariane Staron
  - i. **UPDATE**
    - 1. CYO
      - a. Funds were raised during the Gala to replace the scoreboard in the gym. Daktronics provided Saint Mary with a quote in February 2024, and additional details on options later in the month. Saint Mary will need to commit to usable gym space for the upcoming basketball season. The first basketball games of the season will likely be first weekend in December. The school must have a working scoreboard in order to host games. Gym space to accommodate games is always a challenge, and the diocese relies on our gym being available to support the program.
      - b. CYO Fall/Winter Sports have begun! Tennis (180 registrants, registration closed), Track (72 registrants, registration open

until Sept 16), and Cross Country (87 registrants, registration open until Sept 16), and Basketball (135 registrants, registration open until Sept 30)

- c. CYO Dates to be Aware of:
  - i. Weekly tennis matches for Grades 4-8 beginning Sept 15 - Nov 3 on Sundays
  - ii. Track Meet - Oct 19-20
  - iii. Cross Country meets - Sept 28, Oct 6, Oct 12, and Oct 26
- d. If non-official volunteers are not OPCYP compliant, they can't stay and volunteer for CYO events/practices on-site.

2. F3: Faith, Fun & Friends: first meeting will be Friday Sept 27th.
3. Small Groups (Blaze, St. Dominic Savio). Blaze (7th and 8th Grade girls) will begin in October with registration opening Friday, Sept 13. St. Dominic Savio Group for middle school boys will meet on Wednesday, Sept 18th.
4. Junior Catholic Daughters of America - Registration is open. First meeting is on Sept 22nd
5. American Heritage Girls recently held their Annual Tea Party on September 7th, with subsequent meetings planned to be at the school
6. Trail Life will host their annual rocket launch on September 20th at Fort Hunt Park.

ii. **SUPPORT**

1. F3 needs parent co-coordinators, which Mariane is working to recruit

iii. **ACTION**

1. **CYO** requests that the school administration determine next steps to fund and replace the gym scoreboard prior to the beginning of the CYO basketball season.
  - a. Scoreboard has been purchased and will be delivered approximately 9/19. Installation plans are still in the works
  - b. A user-friendly quick start guide will be made on how to use the scoreboard and include a list of all materials involved.
2. Mariane will send a list of dates to Anne Heishman for FIS support.
3. A CYO newsletter is forthcoming and will include information about the need to be OPCYP compliant to volunteer at CYO events and practices.

VIII. Faculty Liaison - Mrs. Luechtefeld

a. UPDATE:

- i. The teachers are very happy with the start of the new year, and Mrs. Luechtefeld is happy to serve as a liaison to communicate between the teachers and HSA.
- ii. There's been a lot of fun with guessing this year's drama club presentation and a 3rd show for the younger audience is being considered.

IX. New Business

- a. Save the Date! - Fall Clean-up will be on Saturday, October 26, 8am - 2pm
- b. Align on planned effort and focus for External Fundraising; identify support
  - i. ACTION:
    - 1. HSA needs to identify what the value of this role adds , the structure and what initiatives should be a focus; can we break these up monthly for smaller amounts of shares?
    - 2. Requests to bring back the dinners!

X. 8:15 p.m. Adjournment – Sarah Lyle, HSA President