



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, December 5, 2024 - 7:00 pm St. James Library Media Center

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

1. Call to Order – Sarah Magruder Lyle, HSA President at 7:05 pm

2. Opening Prayer and Pastor's Report - Father Hathaway

UPDATE

1. Feast Days

a. Feast of Saint Nicholas - 12/6/24

i. First Friday mass at the Basilica

b. Feast of Immaculate Conception - 12/9/24

i. Holy day of obligation

ii. Bishop will visit for the 1 pm mass and then bless the image of Our Lady of Guadalupe at the school.

c. Feast of Our Lady of Guadalupe - 12/12/24

i. School mass at 9:15 am

2. Christmas and Advent Activities

a. Numerous events and activities are ongoing in the church to celebrate the Christmas season and Advent.

i. Christmas Mass Schedule

1. Schedule has been finalized and is up-to-date.

- 2. Special Mass at 4:00 PM is directed for children.
- ii. New Year's Day
 - 1. Holy day of obligation

3. Principal's Report – Mr. Robert Loia, Principal

UPDATE

1. Recent Events

- a. Parent-Teacher Conferences(November 11th-13th)
 - i. Well-organized with sufficient time slots for all, including middle school teachers.
 - ii. Positive feedback on the efficiency of the day.
- b. H is for Honor Event (November 12th)
 - i. Third annual event celebrating military families.
- c. Open House (November 21st)
 - i. Record-breaking attendance.
 - ii. Applications Received: 136 (on par with the past two years).
- d. Mosaic of Our Lady of Guadalupe (November 21st)
 - i. Installed and ready for blessing on December 12th.

2. Upcoming Events

- a. Feast of the Immaculate Conception (December 9th):
 - i. School Mass at the Basilica at 9:15 am.
 - ii. Bishop at the Basilica on December 8th to start the 230th Parish Anniversary Celebration.
- b. Christmas Pageant (December 12th)
 - i. Performed by students in grades K-3..
- c. Our Lady of Guadalupe (December 12th)
 - i. Students will enjoy hot chocolate and churros in Sainly Families.
- d. Christmas Break
 - i. Early release for Christmas break on 12/20 at 11:30 AM.
 - ii. 16-day break returning to school on 1/6/24.

3. Ongoing Programs

- a. Coffee with the Principal
 - i. More than half of the classes participated to date.
 - ii. Positive reception overall.
- b. Class Captains Program:
 - i. Initial meeting held on December 5th with new captains hosted by SML and RL.
 - ii. First task: Organize a grade-level social event to foster community among parents.
 - iii. Roles Defined:
 - 1. Class Captains: External-facing (community building).

2. Room Parents: Internal-facing (classroom support).

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

UPDATE

1. Current Financial Status
 - a. Positive Balance: \$578 in the black as of now.
 - b. Financially positive heading into the Christmas season.
2. Key Financial Insights
 - a. Major Profit Sources:
 - i. Gala: Significant contributor to profits.
 - ii. Tree Sales: Another major profit center.
 - b. Early Gala Expenses:
 - i. Many upfront costs for the gala have already been accounted for in the balance sheet.

5. Teacher's Report - Mrs. Luechtefeld

UPDATE

1. 1st Trimester Grades
 - a. Teachers completed and submitted all 1st trimester grades.
 - b. The half-day schedule on the first day back after Thanksgiving was appreciated by the staff to accomplish this big task.
2. Thanksgiving Appreciation
 - a. Teachers expressed gratitude for the mini pies gifted before Thanksgiving.
3. Upcoming Events
 - a. Christmas Program in the gym (December 12th)
 - b. 300 students will participate.
4. Lessons and Carols (December 15th)
 - a. School choir performs.
 - b. Time is 7:00 PM at the Basilica
5. Teachers are actively preparing for various Christmas and Advent activities before the break.

6. Committee Updates

a. New Family Committee - Amy Jones/Kristina Reynolds

UPDATE

1. We had around 155 prospective parents attend our Open House on November 21st. We had 27 tour guide volunteers, including several that came about because of the FIS email that went out after the last HSA meeting. We also have over 100 applications so far, which should continue to increase in coming days.

b. Christmas Tree Sales - Roy Shannon/Seamus Curly

UPDATE

1. Christmas Tree Sales are ongoing. The trees were 2 hours late getting here at 10:00 am instead of 8:00 am on Saturday (traffic). It took about 4 hours to unload the 18-wheeler. We did a soft opening on Saturday afternoon.
2. As of Sunday evening we have approx. \$41,000 in sales. We should be at the breakeven point by the end of the week, so this weekend should be all in the black.
3. We had an initial glitch with the ipads. The Square App on the Ipads was logged in under Church's account. Rebekah at the school was on it, the money was transferred to the school's account, and we logged back in to the Square App using the school's account.
4. We will submit the final invoice and reimbursements hopefully before next Tuesday so the check can be processed at the parish level.
5. Right now, I may already have the final invoice – the tree farmer sent me a picture of the invoice with his handwritten addition for total and freight. I texted him for more netting and he delivered it, so the final invoice will need to include the cost of the netting. I will print out the picture he texted me of the final invoice with his notations on it for freight costs.
6. His administrative assistant / bookkeeper has been absent from communications this year.
7. If we buy more trees from him in the next couple of days, we may get another final invoice, but I don't intend on buying any more trees mid-sale.

c. Saint Nicholas Festival - Dru Regan/Jaime Cheng

UPDATE

d. Youth Apostolate, including overview CYO Fall and Winter Sports - Marian Staron

UPDATE

1. Small Groups continue to meet and do well – well attended and good engagement among the youth.

2. CYO – Basketball opens up this weekend. We will be hosting games in our gym for the next two weekends and then will pick back up in January. Information can be found here by looking at facility and month -> <https://nvjcyo.sportspilot.com/Facilities/Default.aspx?ASOID=106503>

Thanks to HSA, the school staff, and all the volunteers for their support in getting basketball ready for another successful season.

e. Hospitality Committee - Cara Sims

UPDATE

1. On November 1, we did a “First Friday” staff appreciation breakfast after mass. The theme was “Our Kids are Muffin Without You!” A seasonal coffee bar and muffin buffet was set up in each of the faculty lounges, to rave reviews.
2. November 21st was the first Prospective Families tour of the 2024-2025 school year. The event was a huge success with 259 attendees. Hospitality provided flowers for the school, coffee from Mischa’s, baked items from Firehook and set up our usual hospitality and greetings table. We also got in on the action, stepping in to provide tours to groups!
3. Hospitality did our final teacher appreciation event on Tuesday, November 21st, sending the staff off on their Thanksgiving break with miniature, individual pies from Mary Beth’s bakery.

f. Annual Fund - Anne Mathis

UPDATE

1. Fundraising Goal
 - a. Year-End Target: \$200,000 by the end of December.
2. Recent Achievements
 - a. Giving Tuesday Results:
 - i. Raised \$15,000, surpassing the \$10,000 goal.
 - b. Challenge Gift Launch (December 12th):
 - i. Targeting \$25,000–\$30,000 from the challenge gift campaign.
 - ii. Success in this initiative would bring the fundraising total in line with the year-end goal.
3. Progress Compared to Last Year
 - a. Ahead of Schedule: and farther along compared to this time last year
 - i. School Family Participation - currently 31%, matching last year’s total participation with room for growth.
 - ii. First-Time Donors - 65 new donors received ICE tickets as an incentive.

g. Gala and Auction - Summer Bravo

UPDATE

1. Our gala and auction will take place on March 1, 2025 at the Army Navy Country Club. The gala Theme is Southern Nights and will be black tie.
2. Our official save-the-date was posted in the Messenger. We have secured a Presenting Partner at the \$15,000 level for the 2025 HSA Gala (Jack and Molly Hubbard) as well as a \$5,000 floral sponsor (WILDBLOOMS). More sponsors to come!
3. Our donation and sponsorship form is ready for distribution and posting and a communications plan will start in the coming days.
4. We have signed an extension for the ClickBid contract and will continue with the same auction and bidding platform as last year. We are very pleased to have the same process in place and are planning for a very successful auction and event.
5. All committee volunteers have been secured and will start meeting monthly or bi-weekly.

h. FIS - Erica Dempsey/Anne Heishman

UPDATE

1. We are continuing to track shares, send out SignUp Genius links and other volunteer solicitations, and respond to emails.
2. I'm currently drafting a reminder message for room parents to send to parents to please use the school check-in system, which will be shared through the room parent coordinators. They've already confirmed their support for this approach.

SUPPORT: We are looking into a completely new check-in system for the front, and a decision will be made in the very near future.

3. Additionally, we'll be asking room parents to collect the names of field trip volunteers from the teachers after each field trip. Last year, we faced challenges tracking this because parents often didn't sign in and out for full-day field trips and this resulted in errors at the end of the year.

i. Room Parent - Ashley McMurry

Questions from the Room Parents:

1. Is there going to be a paper directory this year? Room Parents are having some difficulty contacting individual families for reminders regarding class celebrations, etc. where only. They are utilizing last year's directory and the app to the extent possible, but not everyone has a cell phone in the app, and there are no emails, so connecting parents to coordinate is difficult. I have

had close to a dozen room parents ask about this. If there are no plans for a directory, can email addresses be added to the app next year?

SUPPORT: Paper directory is in production right now. AM to provide an update on delivery date.

2. Multiple room parents have specifically asked me about the nutrition of the school lunches. Are there plans for a nutrition committee this year?

SUPPORT: RL and JS will meet to discuss possibilities and options in early 2025.

UPDATE 1

1. Rocio (Asst. Coordinator) will deliver the Christmas gifts for the faculty and staff without home rooms by early the week of the 16th.

UPDATE 2

1. Our Lady of Guadalupe - I've sent a request for volunteers to the Room Parents and today requested they send the email to their classes because I don't have quite enough volunteers yet (I will provide more of an update on this tomorrow night if there is any change).

SUPPORT

1. The school arranged/is arranging for Churros, Hot Chocolate and the band.
2. I will need the Saintly Families list (Teacher and Room Number), along with the number of students and faculty/staff in each class so we can deliver correctly.

School list with Saintly Families will be provided by Mrs. McKee or Mrs. Costello.

3. Will someone from the clinic be present to help with allergy-free treats?

DECISION

1. School to provide the Saintly Families info and response re: the allergy-free treats.

UPDATE 3

1. Catholic Schools Week - no update but support/decisions needed.

SUPPORT

1. Who is the primary contact for CSW? I want to reach out to find out how room parents may be utilized.

Ms. Dorothy Shufflebarger is the primary POC for CSW activities.

j. External Fundraising - Kara Fiala

UPDATE

Recent dinner delivery with Lebanese Taverna (12/5) went well.

k. Father-Daughter Dance - Kerstin Magnuson-Anderson

l. Family Wellness - Erin Bell

UPDATE

1. We have some really good ideas and just met on Monday for planning.
2. Would love to discuss the idea of hosting an event where we are sharing a Jonathan Haidt video meant for school showings and small group discussions afterwards as a parent event.
3. Need to find out dates that are available to host the event.

DECISION

RL and EB will meet to determine a date and location for the event and report back.

m. Trivia Night - Eva Domotorffy

UPDATE

1. The BSSM trivia night (parents, faculty) has been officially changed to Saturday March 15th at the Lyceum.

n. Movie Night - Allison Gracey

UPDATE

1. HSA to follow up with Allison with last year's chair's information to help facilitate planning for a spring event.

7. New Business

8. Next HSA Meeting: January 9, 2024, 7:00 p.m.

a. Priority Topics:

- i. Gala
- ii. Catholic Schools Week

9. Adjournment – Sarah Magruder Lyle, HSA President at 8:17 PM