**Archbishop Murphy High School**

Board of Trustees meeting

January 17, 2018

Present: Sue Adams, Alex Crane, Terri Fewel, Millie Judge, Tom Kelly, Mary Knox, Larry Moore, Brian Murphy (via phone), Shannon O’Kelley, Shannon Reese, Duane Schireman (via phone), Steve Schmutz, Pat Sievers, TC Thacker, John Olson, Christine Wollin, Jana Zitnik

Absent: Jeff Cymbaluk, Mark Howley, Tim Hunt, Talia Mahnke, Fr. Hans Olson, Tom Yetman

Duane opened the meeting in prayer.

1. Roll Call - Terri Fewel
2. Approval of minutes - Millie Judge asked for a motion to approve the minutes; a motion was made to approve the minutes as presented. The motion was seconded and approved unanimously.
3. School reports
   1. Advancement
      * Admissions – Jana Zitnik
        + Review of admissions numbers,
        + New tactics with schools at NCA and Hamlin Robinson
        + Increased shadow days turnout, and middle school Murphy night.
        + Data suggests more kids are applying just to AMHS.
      * Marketing/Communications - Shannon Reese
        + Highlights of areas including the website traffic using Google analytics;
        + overview of Mar/Com projects (campus branding, public relations, and marketing/advertising; and multimedia—fund a need video).
        + Looking ahead—middle school speech tournament; new website; planned giving campaign.
        + Challenges—reader board; photographer.
      * Development - Christine Wollin
        + Auction recap—for the second consecutive year, the auction will hit and exceed the budgeted number.
        + Annual Fund look ahead: three tactics include: week of giving to qualify for prizes, beat your streak phone a thon, march madness challenge.
        + Review of the STAR event and tactics, scheduled for March 14.
4. Committee reports:
   1. Governance - Millie Judge
      * Review of the non-discrimination policy and conflict of interest policies. A motion was made to approve the policies; the motion was seconded and approved.
   2. Finance - Larry Moore
      * Reviewed the insurance policy of the school for cyber-attack.
      * The need for reserves leads to the discussion of a tuition increase and employee compensation increase to generate reserves.
      * The school was also asked to cut costs from an employee payroll perspective. The school will absorb two positions (non-faculty) which will save on salary and benefits.
      * 2018-2019 budget scenarios with a tuition and employee compensation increases were presented. The Finance Committee made a recommendation for a 4% tuition increase and a 1.5% employee wage increase. A motion was made to accept the Finance Committee recommendation; the motion was seconded and approved.
   3. Advancement
      * Committee report was contained in the school house report.
   4. Innovation and Planning
      * Need for reserves for on campus facilities. Pat referenced the facilities report obtained by the school.
      * A capital restricted fund is needed to finance annual repair.
      * End of year reserves should be invested in this restricted fund.
      * The committee will bring forth a policy for this facility fund.
      * Terri shared a core competency project from the committee.
      * Brian Murphy prepared the outline for the group to address core competency, mission statement, and a tag line/call to action.
   5. Spirituality and Wellness – Duane Schireman
      * A report was presented on the work of the committee with the power point created from their four months of work.
      * Duane shared the Current Realities page which identifies the risk areas for adolescents with the domains where unhealthy behaviors can be decreased. What success would look like includes identifying the needs of students in the areas of spiritual, emotional, social, intellectual, and physical wellness.
      * Gathering data from students, faculty/staff, and parents would lead to committees to provide resources and services for each group.
      * One form of data gathering might be a survey.
      * The hope that this program might attract people to the school. Funding for the activity would cover staffing, speakers and activities, and professional development.
      * Talia brought a great resource to the group: 2016 Washington State Healthy Youth Survey. This would allow a comparison between youth across Snohomish county with AMHS students.
      * Duane and Steve met over Christmas break to discuss next steps. School administration will begin work on planning stages to develop data gathering tools for each group.
      * Terri mentioned Maureen Reid as a contact person who is working on a project for the parish schools.
      * Terri mentioned a Snohomish county list of assets for healthy communities
      * Millie was going to follow up at the courthouse and Steve was going to reach out to Scott Forslund.
5. New business and closing remarks

The meeting adjourned at 8:20pm.

Respectfully submitted,

Steve Schmutz