**Archbishop Murphy High School**

Board of Trustees Meeting

February 21, 2018

Present: Duane Schireman, Tom Kelly, Steve Schmutz, Shannon Reese, Millie Judge, Pat Sievers, Terri Fewel, Alex Crane, Talia Mahnke, Sue Adams, Mark Howley, John Olson, Brian Murphy, Larry Moore, Shannon O’Kelley.

Absent: Tim Hunt, Tom Yetman, Jeff Cymbaluk, TC Thacker.

The meeting began with prayer led by Duane.

I. Roll Call - Terri

II. January minutes were reviewed; a motion to approve them as presented was made and seconded. The motion was approved.

III. School reports

1. Shannon Reese—planned giving. Shannon shared the four phases of the PG campaign. The group discussed what to do with undesignated gifts—one suggestion was to generate a policy based on a financial level. Another idea was a physical place on campus to honor those who have left gifts to the school—one suggestion was a garden on campus.
2. Gail Wellenstein—Health Studies program. Gail presented on the HS program from the first semester, including highlights of guest speakers, course curriculum, and field trips. Gail shared the plans for years two, three, and four with the use of Project Lead the Way curriculum. The curriculum will be designed around a crime scene and allow students to learn various aspects of the human anatomy as well as those who study at a crime scene, and how the next steps occur at the hospital and clinics. Students in the program will have volunteer experiences with direct patient contact, community outreach organizations, and job shadowing. The intent of the program is to expose students with as many aspects of the health industry as possible. Gail has 21 students applying to the program for the upcoming school year. Gail is also focusing much of her attention on community relationships. She mentioned the diversity of students in the program, and the marketing of the program through admissions. One suggestion was a collaboration with other schools in the area for the development of this program. Another idea was a career fair. Gail has connected with Dr. Schecter in the WSU-Everett program to see if AMHS students could shadow WSU medical students. Providence has been a great partner for the program. Gail is exploring grant funding for the program. One question was regarding a bioethics component—one guest speaker addressed this in first semester. Another suggestion was an end of life presentation and unit.

IV. Committee Reports

1. Governance: The meeting discussed the Wesco league membership, reminder about the STAR luncheon, and discussion regarding the security plans for the school in the event of an emergency. Alex spoke to the drills we use, emergency plans, and evacuation sites. Another topic included resources on campus for students to speak to adults and have open lines of communication. One question regarding school practices with former students included no trespass orders. Two dates mentioned as possible dates for student community gatherings included March 14 and April 20. Another challenge mentioned was social media. Brian Murphy shared a great resource for committee best practices. One suggestion was to craft a message from the school as AMHS holds drills as well as a resource for parents to have conversations. STM and AMHS can discuss a possible town hall for parents and involve other partner parish schools.
2. Finance: The discussed the need for cash reserves, managing expenses, and the balance of tuition assistance with admissions. The committee will meet in March to examine ways to ensure AMHS ends the year with the best case scenario for year-end cash flow. There is potential for a shortfall of at least $100,000, not taking into account the ability to draw from the endowment at least $50,000. Mary shared the LOC terms with the group for renewal. The board approved the renewal of the LOC. A tentative budget was approved by the committee for board approval. It includes a 1.5% salary increase for faculty and staff, maintaining current budgets for next year, a decrease in fundraising for the annual fund, and a tuition assistance budget $100,000 less than the current year. The board approved the proposed budget for 2018-2019 with the intent to see the updated budget with personnel changes and admissions in July and August.
3. Advancement: Advancement supported the reduction of the annual fund for 2018-2019. The group discussed the financial impact of the Wesco league, and the plan for facilities which will have a one-year plan for facilities and a five-year plan to update. The group discussed the appropriate admissions growth of the school and the impact of enrollment growth on the campus and the budget. The group discussed a longer conversation on the topic of admissions, tuition, staffing, and enrollment.
4. Innovation and Planning: Looking at core competencies, want to market the strengths of the school. Capital needs were discussed with funding and the finance committee regarding policies for capital needs.
5. Spirituality and Wellness: Updates include the plan to utilize a current staff member to help coordinate the program, connections with Liza Patchen-Short and the Snohomish County Human Services office, the collection of feedback from faculty and staff, and the development of a questionnaire/survey for students in March.

New business and closing remarks.

Meeting adjourned at 7:45pm

Respectfully submitted,

Steve Schmutz