**Archbishop Murphy High School**

Board of Trustees Meeting

April 18, 2018

Present: Alex Crane, Jeff Cymbaluk, Terri Fewel, Mark Howley (via phone), Tim Hunt (via phone), Millie Judge, Tom Kelly, Mary Knox, Talia Mahnke, Larry Moore(via phone), Brian Murphy (via phone), Shannon O’Kelley, Duane Schireman, Steve Schmutz, Pat Sievers, TC Thacker, Tom Yetman, Jana Zitnik,

Absent: Sue Adams, Fr. Hans Olson, John Olson,

The meeting began at 6:00pm with prayer led by Duane.

1. Roll call led by Terri
2. February minutes – A motion was made to approve the February minutes as presented. The motion was seconded and the minutes were approved unanimously.
3. Admissions - Jana Zitnik
   * A presentation on the Admissions program was made.
   * The overview included incoming 9th grade numbers, transfer students, and aspects of the admissions program for this year.
   * A suggestion was to connect the Health Studies program with the partner schools by hosting 8th grade science class visits or an AMHS visit to the schools.
   * suggestion regarding the higher number of public school students is to have a teaching Mass with the 9th grade students.
4. Committee reports
5. Governance: Steve Schmutz and Alex Crane presented the process for planning on staffing and enrollment. The group discussed offering a student tuition assistance if we have reached the budget amount yet could still recognize a positive tuition revenue—everyone agreed we should stay at the same ratio of 14% of tuition assistance from tuition revenue.
6. Finance: The Board approved Steve Schmutz, President of Archbishop Murphy High School, to be the authorized signer on the Line of Credit with Coastal Community Bank. Larry Moore presented on the projected cash flow deficit at the end of this school year (June 2018). Larry asked the group to look for strategies to generate positive cash flow other than raising tuition. Mary Knox explained how the school is working to mitigate the projected cash flow shortage for the remainder of this school year and how, by keeping expenses below budget, we have adjusted well to the fact we fell below the budgeted enrollment for 2017-18. The school decided not to add to the administration team for next year to help with the staffing side of the budget and with cash flows in 2018-19.
7. Advancement: No report—Jana reported on admissions.
8. Innovation and Planning: No meeting was held in April. Mark Howley met with members of the AMHS community to discuss the school mission statement and graduation outcomes.
9. Spirituality and Wellness
   * Jordan James will move to AMHS in a full time capacity and serve as the Director of the Wellness program in collaboration with Campus Ministry, ASB, Counseling, and the Parent Association.
   * The school will conduct a student survey to identify needs for students. Duane Schireman and the committee were acknowledged for their committed efforts to develop the wellness program in this first year of this committee work.
   * The Diversity and Inclusion committee on the faculty helped plan training for faculty and staff with one training on April 16 and a follow-up training during the August in-service.
10. New business and closing remarks: AMHS will present to the Tulalip board in early May to request support for facilities on the lower athletic field. The request will focus on needs addressed in the Wesco league application.

The meeting adjourned at 7:30pm.

Respectfully submitted,

Steve Schmutz