

**MINUTES**  
**AMHS Board of Trustees Meeting**  
**October 21, 2020**

*Present:* Sue Adams, Jeff Cymbaluk, Terri Fewel, Jessica Gurley, Millie Judge, Mary Kelly, Talia Manhke, Alicia Mitchell, Larry Moore, Brian Murphy, Shannon O’Kelley, Joan Ritter, Steve Schmutz, Pat Sievers

*Absent:* Rich Bacigalupi, Bill Brooking, Brett Carlton, Mytyl Hernandez, Mark Howley, Bridget Rauvola,

**Opening Prayer**—Steve Schmutz.

**Roll call**— Sue Adams called the roll and a quorum was declared.

**Approval of Minutes**—**The Board approved the minutes from the September meeting** of the Board of Trustees.

**School Report** – Alicia Mitchell

After the transition of the ARC, Strength and Conditioning, and 9<sup>th</sup> grade cohort groups back to campus, the 10<sup>th</sup> grade cohort groups returned as well in early October. With an increase in COVID-19 case counts in mid-October, the decision was made to allow 11<sup>th</sup> and 12<sup>th</sup> grade students to return the week of October 26<sup>th</sup> while the 9<sup>th</sup> and 10<sup>th</sup> grade students will return to online learning. Case counts continue to be evaluated every two weeks. *(Please see the Governance section for a modification to this plan approved by the Board after receiving new information on case counts just yesterday.)* The Business Pathways Program will be rolled out next year under the leadership of Isaac Melum and Natalie Schmidt. It will be set up much like the Health Studies Program and will be partnering with Seattle University allowing students to earn college level course credits. Campus Ministry is kicking off a Thanksgiving Food Drive and the next virtual Mass will be held on November 2<sup>nd</sup> for All Soul’s Day. The Christ in the Classroom retreat was held for staff this month, and the Fulcrum Foundation has helped to fund staff training for Diversity, Equity, and Inclusion as well.

**Governance** – Jeff Cymbaluk, Steve Schmutz

After receiving word of an increased case count this week, the Board was presented with a modification to the earlier return to school plan for 11<sup>th</sup> and 12<sup>th</sup> grade students. These students will be assigned to a daily cohort group of 25% of their grade population. The daily cohort group will be subdivided to smaller cohorts of 10-15 students. Cohort groups will report to a designated learning area (cafeteria, library, larger classrooms) which will be supervised by an administrator or faculty/staff member. AMHS faculty will hold all instruction online and not be in the classroom space with students during this period of high case count numbers. When case count numbers return to the moderate range, AMHS will return to the current model with students in classrooms in smaller numbers with their teachers,

unless the teacher is in the at-risk category. A day specific for ARC students will be offered as well as a day for students of academic concern. The school will also launch the after school athletic team training and the fall play cohort group and continue with the before and after school strength and conditioning program. **This modification to the return to school plan was approved by the Board.**

#### **Finance Committee – Millie Judge, Joan Ritter**

Joan reviewed the balance sheet and P&L data with the Board. The school applied for and received a \$60K grant from The Fulcrum Foundation for COVID-19 Emergency Relief. The funds can be used for technology, PPE, and tuition assistance and must be tracked and used by the end of June 2021. Any unused funds will be returned to The Fulcrum Foundation. Two items were presented to the Board for approval:

- The committee proposed moving tuition management from Smart Tuition to School Admin. This would allow the school to have an integrated system which will be easier for staff and parents to manage billing for classes and athletic fees. The committee proposed reducing the account set up fee for parents to \$30 (currently \$50). **This proposal and the fee reduction were approved by the Board.**
- The Board reviewed tuition rate changes to the 2020-21 contract with Cambridge for international students reflecting the percentage increase to tuition for domestic students. **The Board approved the tuition increase for Cambridge students.**

#### **Spirituality, Health and Wellness Committee – Sue Adams**

A letter to auction donors on the 2020-21 initiatives and progress on Fund A Need spending will be going out at the end of October. The money raised at the auction was earmarked for efforts related to mental health and counseling, campus ministry and an upgrade to our lunch program. Character Strong, the SEL curriculum, was purchased and is being used by the Wellness Program, Counseling, and Campus Ministry. The money will also be used for upcoming student events, personnel support, and professional development. The campus ministry office is in the process of finalizing their plans for structural changes to their office space. This will include reconfiguring their space, possibly adding a nano wall and new furniture. Without students on campus full-time the need for the lunch program upgrade proposed by several vendors was re-evaluated. The committee is now looking at a company called The Catering Company to fill this need without a complete kitchen overhaul and long-term contract with an outside food service vendor. The committee is looking to do a kitchen upgrade on a smaller scale so that groups are better able to use the kitchen for larger events in the future. The budgeted amount set aside for the role of a Pandemic Response Officer is also being re-evaluated and may not be needed at this time because other staff are filling this role.

### **Planning and Innovation Committee – Pat Sievers**

Rex Lewandowski and his team are almost done with all athletic field projects and they will end up being under budget. The school was able to use some of the \$60K grant from The Fulcrum Foundation to purchase 50 Chromebooks for student use as part of the IT improvement plan. The committee is reviewing plans to upgrade the current Campus Ministry office. The estimated cost for this project is \$30-40K. Improvements will include new furniture, room partitions, new flooring and wall treatments, and the possible addition of a retractable glass nano wall. The committee will secure three bids for this project and review with The Finance Committee in November before proceeding.

### **Advancement Committee –Shannon O’Kelley, Rich Bacigalupi**

460 students are now enrolled for the 2020-21 school year. Four seniors opted to enroll in the Running Start program in September and one new student enrolled. The admissions office is preparing a virtual marketing campaign for fall. This will include student, faculty, and family testimonial videos which will be shared on Facebook. Virtual open house and regional nights are also planned. Registration is open for the virtual 2020 DREAM Auction which will be held on YouTube November 14<sup>th</sup> using the Greater Giving platform. The event will be open from Thursday, November 12<sup>th</sup> until Tuesday, November 17<sup>th</sup>. Raffle tickets are being distributed to families and 150 items have been procured for the auction so far. Board members are asked to fill virtual tables and consider donating money towards a Board of Trustees auction item.

### **Alumni Relations Committee –Talia Manhke**

The Alumni Relations Committee is heavily promoting the DREAM Auction to alumni on all social media platforms. The Kristi Bartz memorial bench has been installed and Steve will be meeting with Claire Feeney to find out if she would like to be considered for the Alumni Relations Committee. \$18.5K has been raised for The Holy Cross Legacy Wall project with completion planned for the spring. The committee will be participating in several service-oriented projects led by Deacon Dennis including a Thanksgiving Food Drive and the Operation Backpack project. Homecoming events are tentatively planned for the spring. The Class of 2020 is looking into the possibility of donating a steel or bronze wildcat statue to be installed on campus.

*The next board meeting will be on November 18, 2020.*