

MINUTES
AMHS Board of Trustees Meeting
January 20, 2021

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

Absent: Rich Bacigalupi, Brett Carlton, Mark Howley, Brian Murphy, 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 November meeting** of the Board of Trustees.

School Report – Alicia Mitchell

The school successfully transitioned to a 50% hybrid model on January 4th and students just completed first semester exams. For second semester students may sign up for one of two cohort groups (rather than being assigned base on their last name). So far, 300 students are planning to attend school in person. Students are expected to attend in-person instruction if they are participating in co-curricular activities and/or athletics. The accreditation visiting team met virtually with school representatives in early December. AMHS received a six-year accreditation from the WCEA and ratings of sufficient or commendable in all areas. Catholic Schools Week is scheduled for January 31st through February 6th.

Governance – Jeff Cymbaluk, Steve Schmutz

Governance approved a new merit award called the AMHS Scholar Award for three students per year. The award is for \$12,000 with \$3000 paid per year over four years. Families must demonstrate financial need to qualify for this award. The money will come from the endowment each year, fulfilling AMHS donor commitments to tuition assistance. Dr. Gail Wellenstein plans to retire at the end of the school year and Shannon Reese will be leaving in February. AMHS purchased a UV device for sanitizing campus sports and classroom equipment with the Fulcrum COVID-19 Emergency Relief funds.

Finance Committee – Millie Judge, Joan Ritter

Joan reviewed the balance sheet and P&L data with the Board as well as the status on COVID-19 relief SBA PPP funds which were fully forgiven. The Finance Committee approved the recent audit from Vine Dahlen. The Finance Committee also approved a second semester tuition rebate. Several items were presented to the Board for approval:

- The Finance Committee recommended not to increase tuition rates for the 2021-22 school year.
The Board approved this recommendation.

- Morgan Stanley recommended AMHS invest up to 60% of endowment fund in stocks when appropriate. **The Board approved this recommendation.**
- **The Board approved adjustments to faculty and staff compensation for the 2021-22 school year.** The pay scale for staff will be updated to reflect 70% of the Everett School District pay scale with adjustments for educational credits and years of experience. Any faculty member who does not receive an increase due to these adjustments will receive a \$500 bonus. All staff members will receive a 2% increase.

Spirituality, Health and Wellness Committee – Sue Adams

The four-week pilot lunch program with The Catering Company will begin at the end of this month. Almost 50 families have signed up to be a part of this program and there will be a training session for parents to show them how to order breakfast and lunch options. The Character Strong curriculum will be initially tested with faculty and staff and implementation is planned for the 2021-22 school year. There have been several recent mental health events for students and parents including a student event about mental health, stress, and finals in partnership with NW Anxiety and a parent town hall regarding mental health support.

Planning and Innovation Committee – Pat Sievers

The Planning and Innovation Committee's stadium upgrades are nearly complete. The committee is also planning upgrades to the campus ministry, athletic hallway, and kitchen. The money will come from the Spirituality, Health and Wellness Committee Fund a Need as well as the remaining flood damage funds. Two funding requests were presented to the board for approval:

- Improvements to the Campus Ministry space will cost \$40,200. This will include new furniture, room partitions, new flooring, wall treatments, and a retractable glass nano wall. This project will also include installation of a ticket window just outside of the gym. **The Board approved this funding request.**
- The kitchen space will be upgraded with two roll up doors and new countertops. The cost of this project will be \$52,000. **The Board approved this funding request.**

A security gate is also planned for the school with an anticipated cost of ~\$30K. Board approval will be requested for this project after all bids are reviewed.

Advancement Committee – Steve Schmutz, Shannon O'Kelley

Advertisements were run in the Everett Herald in December and on Instagram and Facebook as well as a radio ad on KIRO. Future efforts include a marketing piece about the Spirituality, Health and Wellness Committee in the Seattle Times, a Mill Creek Beacon interview, and a joint advertisement with other partner parish schools in Northwest Catholic. A postcard mailing is also planned at the end of January to promote our virtual open house and transfer opportunities. There has been more interest in campus

tours because of these recent marketing efforts and the virtual information nights have been successful as well. The STAR tuition assistance event is planned for May with a focus on healthcare workers.

Alumni Relations Committee –Talia Manhke

Claire Feeney officially joined the Alumni Relations Committee this month. Connor Kelly (class of 2012 and Fulcrum IT employee) is being considered as a new committee member. Alumni participation in Operation Backpack and St. Vincent de Paul efforts were successful service projects. Homecoming events are still on hold and may be combined with future events. The golf tournament has been postponed until later summer or early fall. Completion of the Holy Cross Legacy Wall project is planned for May or June.

The next board meeting will be on February 17, 2021.