

Scattergood Friends School
School Committee Meeting
Open Session Proposed Minutes – 2 May, 2020
Conducted via Zoom

Mission Statement

Scattergood Friends School challenges students with a college-preparatory curriculum, farm experience, a shared work program, and community living in the spirit of Quaker faith.

Present: Ruth Hampton, Laël Gatewood, Charlie Johnson, Bob Winkleblack, Rebecca Bergus, Roy Helm, Kent Tjossem, Ann Robinson, Debbie Galusha, Alex Lippitt, Bob Winchell, Tom Wahl, Karen Greenler,
Regrets:, Dan Schlitt, Lucy Marsh

Staff Present: Thomas Weber, Kim Jones, Kendall Smith, Sonia Sondheim, Sam Taylor, Matt Gauder

Friends settled into silent worship in a timely manner. The clerk read:

*Peace: It does not mean to be in a place where there is no noise, trouble, or hard work.
It means to be in the midst of those things and still be calm in your heart.*

-Author Unknown

MINUTE: We approve the minutes, open and closed, of 3/14/20 and 3/20/20.

Academics: The report was comprehensive. The subcommittee talked with Sam and Dana about May Term, which will look very different with many individual projects and a couple of group projects. Dana Foster will take over for Sam if he is unable to coordinate for May Term.

Admissions: The subcommittee met with Dilek and Rachel Butler. The report is complete. Middle school inquiries continue to come in and the school is about to announce the MS head. He is an individual with visibility that may increase enrollment interest. There is a virtual Open House for both MS and HS on May 16.

Facilities: The subcommittee discussed the Zimmerman apt remodel including how to make it inviting while maintaining equity among residences. Renovation costs will be about \$22,000 including \$9,500 for a new bathroom, much of the work will be done in-house. Another topic was dorm bathroom updates for gender-neutral usage to be done at the same time, possibly done this summer while students are not there. There is a possibility of purchasing a 3rd van if MS requires it. We appreciate the work that Matt has done over the course of the year. Concern was noted: The MS space does not have a bathroom in building (it's in the gym) nor an isolation room if a child is sick.

MINUTE: We approve the Capital Budget of April, 2020.

Farm: Thomas and Kim shared that excess produce is being sold in WB and given away in IC. The produce is being sold on a pay-as-able basis to help those who are food insecure in WB. It is a good community-building activity. Through the stimulus money coming into West Branch the school may have an option to produce food for the local food bank; specifics are still forthcoming.

Development: The larger donor calls are going out soon. On Monday, May 4, there is a IYMC zoom informational meeting for Yearly Meeting members. This is partly in preparation for Giving Tuesday (a national Covid response) but more importantly, to keep in touch with yearly meeting members since inter-visitation by the school was not an option this spring. All funds raised on the coming Giving Tuesday will be for Covid

assistance to families. The school is looking forward to an alumni reunion in summer 2021, but one alumni suggested some virtual reunions this summer.

Spiritual and Community Life: The community has been strong and is thriving despite the difficulties of online learning. Because the school is small, Scattergood has opportunities to reach out individually. Sam and Sonja are checking in regularly with both students and parents. Academics and social/spiritual/emotional are integral to each other so having Sam and Sonja work together has been effective. We appreciate their efforts and the efforts of all the staff in this time.

Consultation and Finance: The subcommittee met with Thomas and Kim and had a long and complicated discussion about finances including 1) the Balance Sheet, 2) the Operating Statement, and 3) the Proposed Budgets.

- 1) **Balance Sheet.** There is very little change in fixed assets and it helps to remember that the balance sheet is about cash flow. We are ok, but this is the time of year that we often have to open our line of credit with the bank. We needed to do this last month, but we also applied for and received a \$158,300 PPP (stimulus money) loan. This is a federal program that was instituted rapidly without all the regulations figured out. All parts of the process are time consuming, especially since there are so many unanswered questions about using the funds. It's a forgivable loan if we use it for payroll; but we are cautioned that it may have many strings attached. Thus, we may prefer to pay it back. If we repay, it is still advantageous to have because it has only 1% interest, rather than the 5+% that the bank offers. We appreciate Kim's work in getting the PPP loan; we value her knowledge and skills.
 - a. There was a question about if families are objecting to paying full tuition for online schooling. Families have been very positive. Some have requested more time to pay but generally they are trying to meet tuition obligations, not trying to cut payments. The school has made some minor adjustments, but the requests will have minimal impact.
- 2) **Operating statement:** There is a discrepancy in the total expenses and income lines. There were some external funds that were distributed to both facilities and admissions but didn't get clearly recorded in the operating statement. Because the monies weren't approved in the initial budget, the additional \$30K doesn't show there, so the income and expenditure doesn't match. The office will find a way to record and account for this.

MINUTE: We postpone acceptance of the Operating Statement at this time. It will be finalized and distributed in the near future, accompanied by a narrative description of the problem and its solution. We will review and accept the Operating Statement by email.

- 3) **Proposed budgets:** The three budgets (which include the middle school) offered are identical except showing three different net tuition incomes. However, the pandemic has changed our ability to predict next year and these numbers are likely to change dramatically in ways that are now unknown.

MINUTE: We accept the proposed budgets as a starting point for further planning that will emerge as we work our way through the Covid pandemic. We understand that plans will need to be nimble and the budget will have to accommodate changing plans for AY 2020-21 as they become clear. An ad-hoc committee will be formed to plan for the upcoming year, with responsibility to bring adjusted tuition and fee recommendations to the SC for approval. Debbie Galusha, Rebecca Bergus and Alex Lippitt will serve on this ad hoc committee along with 2-3 staff members.

Head Report: We have signed contract from Head of Middle School and Lead Teacher for MS, Jamie Newton, a very well respected educator.

We have received a gift of around \$50,000 from the Webb estate. The Gifts Committee (Ruth, Kendall and Thomas) have suggested that the money be used in three ways as outlined in the following minute.

MINUTE: We approve the Gifts Committee's proposal of a three way split for the Webb estate money: seed money for dorm sprinkler system/bathroom upgrade/HVAC fund, a supplement for the new head's travel budget to meet alumni and prospective donors, and a supplement for the admissions budget.

(It was noted that we may be able to meet hardship criteria to extend the timeline for implementation of sprinkler system.)

MINUTE: The Transition Committee for HOS changeover will consist of Dana Foster, Kendall Smith, Charlie Johnson, Roy Helm and Ruth Hampton. The committee will work with the new Head to help him acclimate to Scattergood and work with the exigencies of the current pandemic situation.

Thomas has asked that we not give him a sendoff in the current situation but rather look forward to celebrating his and Amy's "homecoming" when they return to campus some time. An exit interview will be conducted after Thomas has had a chance to settle in his new life and be able to reflect on his time here.

MINUTE: We are at a loss for words to adequately reflect our appreciation for Thomas' years of faithful service to Scattergood. We cherish our time working with and getting to know Thomas and Amy. Our love and best wishes follow them into their new lives. The school and we are the better for our time together.

The clerk moved the meeting into closed session.

Respectfully submitted,
Karen Greenler, Recording Clerk