

Scattergood Friends School Mission

Through a strong academic program, a cooperative work program, and community based on Quaker values, Scattergood Friends School prepares students with recognition of self worth, sense of global citizenship, growing spiritual awareness, commitment to life-long learning, ability to live constructively in a community, and skills to attain future academic and vocational success.

Approved Minutes  
Scattergood Friends School Committee  
4 April 2010

Present: George Bergus, Ruth Dawson, Debbie Galusha, Frank Griffith, Lucy Hansen, Phil Henderson, Russ Leckband, Lorene Ludy, Callie Marsh, Sylvia Sanford, Dan Treadway, Doyle Wilson, Bob Winchell, Allan Winder

Absent: Steve Tamari

Guest: Barb Garlinghouse, SFS Foundation

Faculty present: Eryka Driscoll, Margie Figgins, Dana Foster, Joey Giffen-Hunter, Bob Gutwein, Mark Quee, Ginny Winsor, Nicole Wolf-Camplin, Steve Wolf-Camplin

The clerk opened the meeting with silent worship at the appointed hour. She then read the following quotation:

"Love is the hardest lesson in Christianity; but, for that reason, it should be most our care to learn it."

William, Penn in *Quakers in Britain: Quaker Faith & Practice, Yearly Meeting of Religious Society of Friends*

We approve the minutes from our last meeting held 6 February 2010.

We approve the minutes from our conference call meetings held in mid-March 2010.

We give final approval to the changes proposed in the description of the Development Committee responsibilities, the description of the responsibilities of the Enrollment Committee, and other changes in the School Committee Handbook at the February meeting.

The date for our fall meeting will be 18 September 2010.

We appreciate the minute Mark Quee and Dana Foster presented on behalf of the staff. The discussion it engendered was valuable, informative, and hopefully fruitful. The minute is as follows:

We appreciate the work, thought, time and care members of the School Committee put into their jobs. The staff shares with the School Committee the hope that Scattergood will be a financially and programmatically strong institution for many more years. Staff and Committee will work together to ensure Scattergood's future.

We are worried about the long-term financial health of the school. To keep the school strong, we request that the School Committee take (or continue to take) the following actions:

1. Conduct short and long range financial planning as well as month by month financial oversight.
2. Make time to work on enrollment and fundraising.
3. Ensure it has the expertise to carry out these activities by including committee members with significant experience in marketing, financial planning, fundraising, and legal affairs.

The faculty has changed over the years. Longer tenures at Scattergood have resulted in program improvement and stability but also require higher salaries to meet individuals' financial needs both current and future (retirement, costs of child rearing and college enrollment, professional education, health maintenance, pay off college loans, etc.). This in turn, can meet the School's best interests in retaining quality staff. We ask that you consider the urgency of staff salary and housing needs in your Committee's work.

Further, we seek new ways to build strong communication between Staff and School Committee and to make our current experiences, Expertise and knowledge more available to the Committee.

The following lists are suggestions that came out of the discussion:

School Committee

- 1) formalize strategic plan and share it
- 2) communicate
- 3) seek expertise
- 4) share minutes
- 5) alter calendar to include a state  
of the school meeting for staff & SC
- 6) current clerk available to staff

Staff

- 1) communicate
- 2) seek expertise
- 3) staff rep come to SC meetings
- 4) share pertinent minutes
- 5) attend state of the school mtg
- 6) suggestions on how to make  
subcommittees more helpful

We welcomed Barb Garlinghouse from the Scattergood Friends School Foundation, and appreciated her report on how the Foundation is changing their formula to determine the amount of money they can distribute to the school each year. The resulting predictability will be a welcome change.

### Admissions & Enrollment

We listened with interest to the report from Phil Henderson on the work of the Enrollment Committee. He described their approach through a theoretical outline of six general pieces:

1. Prospective students, marketing, inquiries.
2. Follow-up on inquiries: materials to candidates.
3. Exchanges of information. This includes how to process a viable candidate. It includes the application and the interview.
4. Evaluation of the candidate. Admissions committee screens and sorts applicants.
5. Acceptance of the candidate.
6. Getting them here, oriented, etc.

Our next task is to evaluate the School's strengths/weaknesses in each area. The School Committee and the staff will need to brainstorm together on this.

Phil also reported that the admissions team is on top of the process. The work is labor intensive. Their diligence in moving that process along has resulted in their being ahead in their timing. The process is working much better. That does not mean we know what the admissions rate will ultimately be.

The Enrollment Committee also believes that the blind financial need acceptance policy is philosophically sound, but financially irresponsible. We will need to reconsider this policy.

### Development Committee

We approve the Development Committee's request that we write a letter to accompany a grant proposal to Sun 4 Schools, stating that we support the School's involvement in the project, and that the project supports our mission and long-range goals. Debbie Galusha, clerk, and Margie Figgins will write the letter.

The Development Committee asks that all Committee members read two books they think will help prepare us to undertake the work of the upcoming capital campaign. Ginny Winsor will explore the possibility of finding them at a discounted rate. They are *Philanthropy at Independent Schools*, second edition, by Helen A. Colson, and *Nonprofit Essentials: The Capital Campaign*, by Julia Ingraham Walker.

### Facilities Committee

We agree to fund the completion of the Art Building renovation. The funds will be available this spring. The Facilities Committee has decided to sell the school bus, as repair and maintenance costs on it are very high. Renting vans for school trips is more financially viable than to continue with such an old vehicle.

### Farm Committee

The Farm Committee wants to move ahead to secure a USDA loan to build a new farm building to include staff housing and the processing of garden produce. More detailed information is needed for our final decision.

We ask Mark Quee, Eryka Driscoll, and Doyle Wilson to work gathering information on the loan requirements and bids.

The Farm Committee suggests that Mark rent the small tractor he would like to purchase to see if it meets his needs. Ginny Winsor will request that John Deere and/or Case International consider a contribution of a tractor.

### Consultation Committee

We approve the appointments of Steve Tamari to the Academic Committee, and Bob Winchell to the Human Resources Committee.

We approve the financial reports with much appreciation for the reassignment of accounting codes which clarifies our financial statements, and brings us into line with standard accounting practices.

We approve the September report from Latta Harris regarding the 2008-2009 financial reports.

The School Committee approves spending \$25,000 to complete the art bldg renovation.

We discussed the possible integration of the Farm accounts into the School's accounts. We also will explore the possibility that the Scattergood Friends School Foundation might pay its own ongoing expenses, rather than the School doing so.

The School Committee very much appreciates the staff's work for the School, and their preparation of reports for our meeting. We heard good reports also from the Spiritual and Community Life Committee, and the Academic Committee.

We moved into a closed meeting.

Callie Marsh, recording clerk