

## 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.

### SCATTERGOOD FRIENDS SCHOOL Approved Minutes 6 February 2010

Present: George Bergus, Ruth Dawson, Debbie Galusha (clerk), Frank Griffith, Lucy Hansen, Russ Leckband, Lorene Ludy, Callie Marsh, Sylvia Sanford, Dan Schlitt, Steve Tamari, Dan Treadway, Bob Winchell, Allan Winder

Absent: Doyle Wilson

Guest: Richard Johnson, Scattergood Friends School Foundation

Staff present: Eryka Driscoll, Margie Figgins, Mark Quee, Ginny Winsor, Steve Wolf-Camplin.

The clerk opened the meeting with silent worship. She shared the following quotation with us:

“ . . . to provide a tender teachable disposition. . . . and make way for the softening influence of divine good-will in their hearts, fitting them for the fruitful discharge of every duty in life.”

Dr. Fothergill, founding philosophy of Ackworth School, 1777  
(modern spelling)

We welcome Steve Tamari '77 to the School Committee.

We thank Sharon Haworth and Michael Resman for the time and energy they have given the school and the community. We appreciate their service. The clerk will or has written them both thank you notes.

The clerk has shared the letter of resignation from Michael Resman. [See attached letter]

We approve the minutes of our meeting on 12 December 2010.

We approve the changes for the Development Committee's responsibilities suggested for the School Committee Handbook. We will ask for final approval at our next meeting. The new job description is as follows:

The Scattergood Development Committee supports the efforts

of the School to secure financial support and advance our mission. This Committee is responsible for reviewing and recommending changes in school policy that pertain to fundraising and outreach to the wider Scattergood community. This includes policies regarding the kinds and forms of gifts accepted, communication with donors, as well as review and recommendations of changes to the annual development plan and appropriate sections of the Long Range Plan. This Committee is also responsible for marketing and publicity policies as they pertain to development.

This Committee is responsible for taking a leadership role in any new or special fund raising activities or campaigns, once the initiative has received approval from the School Committee as a whole.

This Committee is responsible for ensuring that the entire School Committee is educated and involved in development efforts and lends support to Scattergood staff involved. This includes encouraging financial contributions from all members.

We approve the Enrollment Sub-committee's responsibilities, as follows:

The Enrollment Subcommittee is responsible for recommending policies to the School Committee and for reviewing the School's performance in the areas of admissions and new student recruitment. In admissions these include policies relating to admissions standards, financial aid, application and interview procedures, and application review and acceptance procedures. In the area of new student recruitment, the subcommittee is involved with policies related to all aspects of the promotion of the school to appropriate pools of students and their parents. Responsibility for promotional policies is shared with the Development Subcommittee.

The Subcommittee will review the School's performance related to its areas of responsibility, including annual enrollment goals, budget allocations to the admissions and promotion functions, admissions process quality, and student retention. The Subcommittee will report periodically to the School Committee on critical issues related to its areas of responsibility. Subcommittee members have a responsibility to educate themselves about the activities of the School and best practices in the larger world related to student admissions and recruitment.

We will ask for final approval for this change in the handbook at the next meeting.

We gave initial approval to the proposed changes to the SFSC Rules & Guidelines 2009-2010 (not including change from "Director" to "Head." At our next meeting we will seek final approval. The changes are as follows (in yellow):

Statement of Nondiscrimination: Scattergood Friends School does not discriminate in hiring, promotion, or termination of

employment on the basis of race, sex, color, religion, age, sexual orientation, **gender identity**, disability, ethnicity, or national origin.

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**Travel Reimbursement**

Each school committee member is asked to complete a travel reimbursement form on the day of the meeting. Mileage will be reimbursed **at the current IRS rate** and hotel accommodations (in the event the Berquist House is full) will be reimbursed up to \$50.

**Scattergood Friends School Committee**

**This is the current job description for use** by the Yearly Meeting nominating committee in selecting new School Committee members.

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Page 4

4.2 Frequency and agenda. The School Committee shall meet as needed to conduct its business. The annual calendar of meetings shall include meeting in September (fourth Saturday), December (first Saturday), January (fourth Saturday), March (fourth Saturday and Sunday), May (third Saturday), and July (third Saturday). **These meeting times may shift to accommodate the school calendar.** The following will be standard items of business at these meetings:

September/October

- Approve Consultation Committee Report for sub-committees and officers.
- Review Committee rules and orient new Committee members.
- Reaffirm school mission statement and non-Discrimination statement.
- Meet new and returning staff.
- Enrollment update.
- Update legal issues.
- Recommend tuition for the following school year.
- Approve annual budget.
- **Affirm the Human Resources Committee will conduct Head evaluation.**

December –

- Evaluate accomplishment of goals in long-range plan.
- Discuss updating long-range plan and, if necessary, Appoint a person or committee for this task.
- **Have Committee retreat.**

January –

- Hear report of Head evaluation.
- Execute contract with the Head.
- Approve or modify updated long-range plan.
- Appoint working group to plan March Retreat.

March/April –

- Hear resource person or have Committee Retreat.
- Hear summer plans.
- Hear staff needs for coming year.
- Receive an enrollment projection for coming year.

May –

- Hear from graduating seniors.
- Get an enrollment update.
- Undertake evaluation of Committee’s work.

July –

- Review annual report to yearly meeting.
- Hear staffing and student projections.
- Review preliminary budget for coming year.
- Decide how much money to ask the Yearly Meeting to give the school this year.
- Set schedule for the year’s meetings.
- Appoint working group to plan the December retreat.

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#### 5.4 General Duties of Subcommittees

- e. Keep notes of their meetings and deliver same to the Clerk or Recording Clerk at or before the next School Committee meeting.

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Technology Committee – section deleted.

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#### I. Duties of the Clerk, section G.

- 5. Assist the Recording Clerk with archiving minutes.

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#### II. Duties of the recording clerk, section A.

- 6. Provide the Head with an up-to-date list of people (i.e., School Committee members, Foundation trustees, Yearly Meeting Trustees) who are to receive copies of pertinent material (minutes, agendas, meeting notices, background materials, etc.).

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We approve Steve Wolf-Camplin’s plan to accept a bid from Advanced Environmental Testing and Abatement, Inc. of Moline, IL to remove asbestos from the Art Building. We understand that this is the beginning of the renovation for the building. We approve a budget of \$10,000 to begin the project. We appreciate Steve Wolf-Camplin’s efforts on this project.

We ask Ginny Winsor to present a capital budget to us in March.

We approve Mark Quee's suggestion to change the land use of two areas of our property from row crops to pasture and trees.

Bob Gutwein asks us to give him the names of any resources in the Iowa City area for our students.

We welcome our guest, Richard Johnson, who is a member of the Scattergood School Foundation.

We approve the request from Ginny Winsor that families of students must apply annually for financial aid. Currently they only do so once.

We thank Michal Lynch for her presentation on Green Schools, and congratulate her and Sarah Harper-Smith for the grant they received for \$6000, which they will be investing in a rain garden project.

We approve asking Latta, Harris, Hanon & Penningroth, L.L.P. to do a full audit at the end of our fiscal year.

We approve the budget for the school year 2009-2010 with thanks to Eryka and Ginny.

Russ Leckband hopes to attend the state's hearings on accreditation for private schools. We thank him.

If anyone is interested in being part of the Human Resources Committee, please let the clerk know.

Callie Marsh, recording clerk

#### Dates to remember:

ISACS will be here for our review in September next fall, and requests that we have a meeting while they are here. We will therefore have our first meeting in September, not October. Bring your calendars to the March meeting, please.

6 March 2010 Scattergood Friends School Committee Meeting

30 May 2010 Graduation

Letter of Resignation from Michael Resman  
to Debbie Galusha, clerk,  
Scattergood Friends School Committee

January 25, 2010

Debbie Galusha  
4922 Chicago  
Omaha, NE 68005

Dear Debbie,

I am resigning from the Scattergood School Committee. This decision came about after examining my leadings and personal history. I've pondered and prayed about what God would have me do ever since I received Ginny's head of school report in October.

The issue is my personal ethics. I spent my career first at a state hospital that was later shut down as part of a system considered to be poorly serving patient's needs. I then worked in an under-funded special education department, where I was aware that student's weren't getting the services they could and should have been receiving. I was good at what I did and my patients/students were better off because I stayed. Yet by staying, I was part of systems that shortchanged them. I wonder at what point I should have stepped away and refused to be part of a flawed system.

That line was crossed for me at Scattergood by Ginny's October report which said, "Mole and mildew in several buildings seem to be affecting the health of students and staff." I confirmed with her during our December meeting that these issues had not been addressed, and would in fact be difficult and expensive to fix. A follow up email to Russ confirmed that there are no plans to quickly eliminate mold and mildew. A further issue was Nicole's report that several staff houses are without water for part of each winter. To hear that staff considered some of their housing substandard jarred my sensibilities.

I am not comfortable being part of a governing body that can't provide for the health and safety of students, staff and their families. It became clear during the strategic planning process that monies aren't available to solve these issues in the immediate future. While I have no doubt that they eventually will be addressed these issues—along with what looked to me like damaged asbestos ceilings in the art building—to me are emergencies. In the public school setting I came from, the affected areas would be vacated immediately and not used until the health issues had been resolved. It would be too painful for me to sit through committee meetings for many months, knowing that I was in part responsible for a health risk.

Although I was processing this issue during the December meeting and recent conference call, I didn't say anything. This is a personal issue, one that I needed to take in prayer. I wish you all the best. I will inform the Clerk of NYM that the position is open.

God Bless,  
Michael Resman