

Scattergood Friends School Committee  
Approved Minutes  
10 September 2011

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: George Bergus, Rebecca Bergus, Claire Cumbie-Drake, Ruth Dawson, Debbie Galusha (clerk), Karen Greenler, Lucy Hansen, Phil Henderson, Russ Leckband, Lorene Ludy, Callie Marsh, Sylvia Sanford, Doyle Wilson, Bob Winchell, Allan Winder

Absent: Dan Schlitt

Guests: Bob Yeats, Jim Olson

Staff Present: Christine Ashley, Carrie Ann Bowen, Rachel Butler, Rebekah Devino, Jane Edwards, Mark Edwards, Margie Figgins, Dana Foster, Catherine From, Joey Giffen-Hunter, Beth Goodvin, Shelley Hughes, Hans Niehus, Margie Özemet, Amanda Paul, Rüdiger Ruckmann, Mark Quee, Mike Severino Patterson, Mark Shanahan, Stephanie Sheikholeslami, Sam Taylor

Staff who stayed after introductions: Christine Ashley, Margie Figgins, Joey Giffen-Hunter, Shelley Hughes, Margie Özemet, Amanda Paul, Mark Quee, Rüdiger Ruckmann

The clerk opened the meeting at the appointed time with a time of worship. She then read the following passage:

*It isn't enough to talk about peace. One must believe in it. And it isn't enough to believe in it. One must work at it.*

*Eleanor Roosevelt*

We welcomed new and returning staff, and enjoyed introductions.

**Minute:** We approve the following dates for School Committee meetings:

November 12, 2011

January 14, 2012

March 3, 2012 (at the Des Moines Valley Meetinghouse)

May 12, 2012

July 31, 2012

**Minute:** We approve the minutes of our meeting held on July 26, both open and closed.

**Minute:** We give final approval to the following changes in the Handbook:

1) schedule our review of the preliminary budget in the March meeting, rather than in July as has been done until now. At our May meeting we will approve the budget.

2) On the occasion of an Interim Head, the clerk and School Committee members may be called to be temporarily more involved in the day-to-day operations of the School. This change will be inserted into the list, "Responsibility" of the School Committee.

**Minute:** We approve the appointments to the subcommittees suggested by the Consultation and Finance Committee.

**Minute:** We approve the Consultation and Finance Committee's recommendation to increase tuition for the year 2012-2013 to \$27,300 for full boarding, \$25,600 for 5-day boarders, \$16,750 for day students.

**Minute:** We approve the financial statements with the understanding that there may be a reallocation in the payroll and that the title of the report be changed to 2011-2012 Budget.

**Minute:** We affirm that the Human Resources Committee will conduct the head evaluation.

**Minute:** We approve the grievance policy as presented by the Human Resources Committee with much appreciation for their work.

**Minute:** We affirm the mission statement as it stands.

**Minute:** We affirm the School's non-discrimination policy.

**Minute:** We approve an Ad Hoc Committee to advise on protocols and procedures for the health office. George Bergus and Bob Winchell agree to serve in this capacity.

**Minute:** We give initial approval to the following changes in the Handbook:

1) Travel reimbursement: Replace the current paragraph on the page following the Table of Contents with this one:

On the day of the School Committee meeting, if a member is seeking travel reimbursement, the committee member is asked to complete a

travel reimbursement form. 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.

2) Scattergood Friends School Committee—Job Description will read:

Scattergood Friends School Committee is appointed to oversee the property and operation of the school, fulfilling the desire of the yearly meeting to provide a high school education in a supportive, Quakerly community. It employs, supervises, and nurtures the Head of School, sets policy, and is accountable for the financial well-being of the School. Each School Committee member is expected to actively support the school's mission and encouraged to make other contributions at their level of comfort and ability. Members are asked to contribute financially to the School in order to achieve 100% financial participation in giving, though it is not required. The Committee holds six regular meetings each year, and each member is expected to serve on one or two subcommittees, which meet as needed. Appointments are normally for three-year terms. The School Committee requests that the Nominating Committee communicate these expectations to prospective School Committee members.

3) Insert the following sentence in a new paragraph after the job description of the School Committee:

In documents that have in the past included the term "Director", the title "Head" or "Head of School" replaces the older term.

4) We agree to change any references to the "Director" in the Handbook to "Head" or "Head of School."

5) The following sentence is to be added to the end of the first paragraph beneath the heading "Rules of the School Committee having charge of Scattergood Friends School:"

This task includes the employment of the Head, fiscal oversight, and the setting of major policy.

6) Section 1.3 insert this sentence at the end:

A term for a School Committee member begins in August and ends in July.

7) Insert Section 1.5 on Membership to be entitled, "Parents and Guardians on the School Committee" to read as follows:

The preference is to not have parents of current SFS students on the School Committee. In the event of a parent of a SFS student being named to the School Committee, the clerk will discuss the potential difficulty this may present at meetings with the parents at their orientation to the Committee.

8) Section 1.6 will follow section 1.5. It will be entitled "Staff on the School Committee," and will read as follows:

There must be at least one year between a person's tenure as a Scattergood Friends School staff before the person can be considered for membership on the School Committee.

9) We agree to create a position of "Archivist". The description of the position will be inserted in section 5 as 5.6.

10) We agree to move #2 under Recording Clerk to section 5.6, the description of the position of archivist.

See that School Committee minutes and records (refer to section 7.4) are kept in good order at the school and audit these records annually.

11) Replace Section 4.2 as follows:

The School Committee shall meet as needed to conduct its business. The annual calendar shall include six meetings that occur every other month as fits the calendars of the school, the Head, and the School Committee members. The following will be standard items of business at these meetings [Insert or remove the following]:

- Before the September meeting - nominations for subcommittees will be approved by the School Committee.
- January - "State of the School" discussion Friday evening with staff.
- March - Propose and review budget draft.
- May - Approve budget.
- July – Remove "Review preliminary budget for coming year."

12) Change all references in the Handbook to the "Consultation Committee" to the "Consultation and Finance Committee."

13) Section 5.0 will be entitled, "Subcommittees and Other Responsibilities."

14) In the job description for the Consultation & Finance Committee (Section 5.5.a) the third sentence will read as follows:

This committee shall monitor financial statements from the school, make a recommendation for the selection of the school's auditor for School Committee approval, and advise the Head at the Head's request when emergency matters arise between School Committee meetings.

15) In section 5.5.g the end of the paragraph will read as follows:

It is recommended the subcommittee meet prior to each full School Committee Meeting with the Dean of Students. Others, such as the Head, Friends in Residence, and staff and student representatives can be invited to attend. Occasional informal student meetings may occur.

16) Insert Section 5.7, entitled "Search Committee," to read:

The Search Committee shall be composed of two staff, two students, two representatives from Iowa Yearly Meeting, Conservative, three School Committee members, and the School Committee Clerk. The School Committee Clerk is to communicate to all interested and prospective parties that this is a significant time and travel commitment, which spans many months. Committee meetings are to be minuted so they can be uploaded to the School Committee's portion of the school's website. Written and oral reports are expected of the Committee clerk to the School Committee at its regular meeting times. Final candidates are to be presented to the full School Committee for their evaluation and determination of best fit for the position of Head of School.

The following changes pertain to the Appendix of the Handbook.

17) Section B.4 will read:

Gather agenda items and background materials from the Head so they can be sent to committee members well in advance of meetings.

18) Section E.4 will read:

With the Recording Clerk and Archivist, ensure that original, signed copies of minutes of the School Committee regarding agreements and legal contracts are filed in good order and available to school staff.

19) Section II B will read as follows:

1. The clerk and recording clerk will assist the archivist by assembling approved minutes of all scheduled or called School Committee

meetings and subcommittee meetings and copies of all legal and financial documents.

2. If a scheduled School Committee meeting is not held, a note to that effect should be filed in place of the approved minutes and should be signed by the recording clerk and clerk.
3. See that these minutes are given to the archivist so they can be filed in an orderly and secure manner in a designated location at the school.
4. [Delete and move this section to the duties of the archivist.]

20) Section II C will read:

Keep up-to-date lists (names, addresses, telephone numbers, email addresses, and committee and subcommittee assignments) of members of the School Committee, the Scattergood Friends School Foundation trustees, and the Iowa Yearly Meeting trustees. Distribute this list annually in September to the Head and all those on the list.

21) In Section II A 5 the last sentence will read:

Assist the Clerk and archivist to archive minutes.

22) In Section III insert F to read as follows:

Members will support and promote the school with their individual talents, gifts, and resources.

23) Replace the Note of Agreement with the most current one.

24) Scattergood Friends School Capital Expenditure Policy, (directly following the Note of Agreement) # 5 will read:

The Head has ongoing authority to spend up to \$2,000 of contingency funds for emergency capital items/projects between school committee meetings. The clerk of the School Committee and the convener of the Facilities Committee should be informed about the particulars of the emergency. The emergency purchases and, if necessary, a revised plan should be submitted for approval at the next school committee meeting.

The recording clerk will notify Northern and Illinois Yearly Meetings of the addition of section 1.5 to the School Committee Handbook. decision.

We appreciate the effort the staff makes to give us thorough and timely reports about their work.

We acknowledge the resignations of Frank Griffith and Megan Knight with appreciation for their work with us. We welcome new members, Rebecca Bergus and Karen Greenler.

We are satisfied that we accomplished a lot today. The clerk will ask Beth Goodvin to provide name tags for the September and November meetings each year. The recording clerk also reminded Friends to keep an eye on the clock near the starting time of the meeting, and gather in worship at that point.

We look forward to meeting again, God willing, on 12 November 2011.

Callie Marsh, recording clerk