

Scattergood Friends School & Farm  
School Committee Meeting  
Approved Minutes  
6 October 2012

**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, Ruth Hampton, Lucy Hansen, Phil Henderson, Russ Leckband, Callie Marsh, Dan Schlitt, Bob Winchell, Allan Winder

Present on line: Sylvia Sanford

Absent: Doyle Wilson

Staff Present: Christine Ashley, Carrie Ann Bowen, Rachel Butler, Cathy Chun, Jane Edwards, Dana Foster, Mark Quee, Amanda Paul, Rüdiger Rückmann, Sam Taylor

Guests: Phil Leino, Barb Garlinghouse

The clerk opened the meeting near the appointed time with a period of quiet worship. She then read the following quotation:

The individual who does not feel stretched by her calling, who does not feel to some degree exposed and made vulnerable by the act of ministry, is not likely to be surrendered and accountable to the true promptings of the Holy Spirit. Our task is not to banish the sense of risk or make ourselves invulnerable to it, but ... to find the strength and courage to do what must be done. . . . It is moving into the risky places that does the work of the Lord, moving into the risky places that makes us grow, that builds up the whole community of faith. . . . Two of the greatest risks and yet ones not often talked about are that ministry always involves personal change, which is risky, and that ministry usually is self-revealing, which makes one vulnerable...

*Essays on the Quaker Vision of Gospel Order*, Lloyd Lee Wilson,  
(pp. 73-75)

**Minute:** We approve the open and closed minutes of our meeting on 31 July 2012 with a change in the dates of meetings for the coming school year. In the minutes of the open meeting we amend the minute about the grading system to read "We approve the change from the current three category grading

system to a four category one, as recommended by the Academic Committee.”

### Academic Committee

George Bergus reported that the Academic Committee has welcomed a new co-opted member, Saba Ali, Professor of Education from the University of Iowa. The committee’s goals for the year are investigating staff turnover and recommendations. The staff is working on the grading rubric. They are finding the discussion a stretching and valuable process.

### Admissions Committee

Rebecca Bergus reported for the Admissions Committee that enrollment began at 50, dropped to 49, and may increase again to 50 at the beginning of the new quarter. The committee’s goals are increasing enrollment and outreach.

### Development Committee

Rüdiger Rückmann reported that the Development Committee’s objective continues to be to educate ourselves in development. He expressed thanks to Sylvia Sanford, who has done much to facilitate that process. The Committee’s goals are 1) to organize volunteer effort to assist the development office in appropriate tasks that do not create more work for staff (There is an opportunity for the School Committee to stuff envelopes for fall appeal on Oct 22-24); 2) plan to educate the School Committee; and 3) move toward the capital campaign. We need to establish a committee specifically for that work.

Rüdiger reminds us to please donate to the annual fund each year, so that our Committee percentage of giving is 100%. This is a critical statistic for securing grants.

### Facilities Committee

The Facilities Committee’s goals are 1) to build on the assessment we did last year, focusing particularly on staff input about their vision for the future, and the integration of any upgrades they would consider important into a holistic plan; and 2) create a capital budget. This is a challenge when the School does not have surplus monies. The Consultation & Finance Committee is also working on this issue.

**Minute:** We approve changing the previously approved amount of \$2500 for emergency spending for the farm water lines to be used to upgrade the farm water system with the addition of \$2000, perhaps to come from an EQUIP grant. The \$2500 is no longer designated for emergency use only.

## Spiritual & Community Life Committee

Callie Marsh reported that the Committee's overall goal for the coming year is to support the spiritual and community life of the School through our work with Cathy Chun, Assistant Head of School, and the students of the Spiritual Life Committee.

Specifically we will concentrate on two goals: 1) invite and encourage Quakers of the Yearly Meeting to volunteer for the School in two areas (e.g., transportation of students to Iowa City for appointments and town trips, and the development of a hospitality program for international students or any student who lives at some distance from the School); and 2) develop a Quaker Youth Leadership Program in conjunction with the Yearly Meeting. The latter particularly will be a long-term goal. A retreat for the youth at the school is currently planned for March 1-3.

The Ad Hoc Committee (George Bergus, Debbie Galusha, and Phil Henderson) will continue to work on the Long-Range/Strategic Plan.

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

**Minute:** We approve the Head's amended report to the Yearly Meeting.

## Farm Committee

The Farm Committee is addressing the ISACS recommendations. The Committee requests that the School Committee re-affirm the mission of the Farm and its goals. The goals for the Committee this year are 1) to finish and outfit the vegetable packing building; and 2) to create a capital budget. The Committee's more general goals are

- Education
- Food for the School Community
- Outreach to the wider community
- Maintain and enhance soil health

The School Committee discussed the farm's mission and offered suggestions to the subcommittee on items to consider while rewriting its mission statement.

**Minute:** The allocation of the capital budget and ongoing fundraising for the building of the packing facility on the farm makes possible the construction of that food packing facility. We approve construction of the building.

## Consultation and Finance Committee

The C & F Committee is hoping to take occasional online courses on governance and trustees offered by Trustee U, sponsored in part by the Friends

Council on Education. They are also working on establishing a capital expenditure budget for next year.

**Minute:** We approve the following changes to be made in the Handbook for the School Committee:

A formal audit shall be done each third year, and during the other years a review shall be done as long as there is continuity of the Business Manager and the Head of School. With a new Business Manager or Head of School a review will be at the end of that person's first year, an audit the second year, and then the three-year rotation will be resumed. This must be coordinated with the ISACS schedule. (p. 15)

The Head of School has ongoing authority to spend up to \$2000 of contingency funds for urgent concerns on capital items/projects between School Committee meetings. The clerk of the School Committee and the convener of the Facilities Committee will be informed about the particulars of the expenditure, at which time the Clerk will notify the Committee as a whole of the decision. These purchases, and if necessary, a revised plan should be submitted for approval at the next School Committee meeting. In the event the Head of School needs more than \$2000 for these concerns, the Consultation and Finance Committee can approve the expense. Unless there are conditions that left unresolved would jeopardize the ongoing safety and health of the community, there is a cap of \$10,000 for such expenditures. (p. 33)

This Committee has the authority to approve capital expenditures beyond \$2000 for urgent concerns upon request and discussion with the Head of School. (p. 12)

**Minute:** We approve the addition of the Head of School, Farm Manager, and Clerk of the School Committee reports for the yearly meeting sessions in the July/August section of our calendar.

**Minute:** We approve Consultation and Finance Committee's tuition recommendations for the 2013-2014 school year, as follows:

An increase of \$300 to \$27,600 for boarding students (including 5-day boarders).

Day students will be \$16,950.

### Head of School Report

The Head of School gave us a positive report about the financial viability of the School. The staff has determined that we are a 'progressive' school, not an 'alternative' school; the latter term indicates that a school is for therapeutic purposes.

**Minute:** We approve the School's mission statement and the non-discrimination statement.

We thank Lucy Hansen, who has made pages to insert into our handbooks to change the title "Dean of Students" to "Assistant Head of School."

The clerk reminds us that the sub-committees are not decision-making bodies; we report to the School Committee. She also reminds us of the confidential nature of our work. We are mindful always of appropriate boundaries between School Committee members and staff, that our job is to support the Head, establish policy, and be responsible for the fiscal health of the School. If we choose to speak about the School with someone not a member of the School Committee, it is wise to notify the clerk, Head and affected staff member. The guidelines for subcommittees can be found in our handbook on page 21.

**Minute:** We approve the financial statement as of 20 September 2012.

Our next meeting will be a retreat. We will come on Friday, November 30, to shadow students through their day. Christine, Ruth Hampton, and Sylvia Sanford will be the planning committee. A staff member and a student will join them.

Our sense of our meeting today was that we accomplished a lot, and that we had some valuable searching for unity on several issues.

The clerk closed the meeting with a time of worship. We look forward to meeting again, God willing, on Friday and Saturday, November 30 and December 1, 2012.

, recording clerk