

**Scattergood Friends School
School Committee Meeting
Open Session Minutes 25 September 2021**
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.

In Attendance via Zoom were:

Members: Clerk Ruth Hampton, Assistant Clerk Roy Helm, Recording Clerk Lael Gatewood; George Bergus, Matthew Gillespie, Kent Tjossem, Matt Zisk, Aaron Woolfson, Alex Lippitt, David Wilcox, Linda Corbin-Pardee, Charlie Johnson, Nancy Jordan.

Absent: Tom Walz, resigned from School Committee with regrets.

Staff: John Zimmerman, Kim Jones, Ethan Huelskamp, Jamie Newton, Shari Sollars

Guest: Chi Achebe.

The first meeting of the School Committee (SC) for the school year opened at 9:30 a.m. with silent worship, then the clerk read aloud:

"Start where you are. Do what you can. You will be surprised by the JOY. Flex your JOY muscles!"
~Desmond Tutu~

The clerk Ruth Hampton welcomed all to the first meeting of the school year, held via Zoom. She introduced the new school committee members: Linda Corbin-Pardee and Matt Gillespie, and new staff Ethan Huelskamp. Other staff remained with students at Camping Weekend.

It was relayed that Tom Wahl is facing challenging health issues and needs to step of the committee. We expressed our great gratitude for Tom, in particular his quiet wisdom and his generous gifts and work with planting the chestnut orchard over the last few years. He will be missed.

The clerk summarized our intentions to try for a year; to receive subcommittee reports before every meeting and discuss required business if needed but only review them every other session. It is anticipated that workshops, discussions and a retreat will be woven into the other meeting times.

Handout: School Committee Data Sheet was received.

For future reference, all open session handouts will be archived in our School Committee binder located in the school's main office.

Minute 1: The subcommittee slate, list of SC members and SC officers are approved as emailed.

Minute 2: The 20 July 2021 minutes, open and closed sessions, were approved with one change: Kent Tjossem attended both sessions.

The clerk introduced Chi Achebe who spoke of her Diversity, Equity, Inclusivity (DEI) work and plans for SC retreats and book groups. Current SC DEI planning members are Alex Lippitt, Nancy Jordan and Lael

Gatewood, with Ruth Hampton ex officio and Chi Achebe coordinator. Chi has visited Scattergood and met with members of the Student/Staff DEI subcommittees. She will serve as liaison to the School Committee DEI work group and help to plan our workshops and retreats.

Subcommittee reports were reviewed, and we are deeply grateful to the staff for all the work and attention that goes into them.

Admissions – The tuition proposal for 2022-2023 was presented by Shari Sollars.

Minute 3: The School Committee accepted the tuition proposal for the 2022-2023 school year as follows:

High School Boarding	\$37,000
High School Day	\$19,000
High School International	\$42,000
Middle School Day	\$13,500 (reduced after discussion from \$14,000)

Human Relations (HR)

Minute 4: HR affirmed that it will conduct the Head of School’s survey, evaluation and reflection near the holidays. Separate surveys will be sent to students, staff, and the School Committee.

Consultation and Finance

Alex Lippitt walked through the 5-Year SFS Forecasting Model, developed by the National Association of Independent Schools (NAIS), and modified with permission for the Scattergood Friends School by Kim Jones and Alex for School Committee use.

Minute 5: The School Committee reaffirms the present Mission statement, as follows:
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.

Note: The Middle School has used a separate Mission statement since 2018, according to Jamie Newton, relayed by David Wilcox. They will revisit this at a later time.

Minute 6: The School Committee reaffirms the present Non-Discrimination Statement as follows:
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 & expression, disability, ethnicity, or national origin (9-6-2014).

Minute 7: After seasoning since 22 July 2021, the School Committee approved for the second time the attached addition in the School Committee Handbook, to add an Assistant Clerk and define its role. See the final page of minutes for the new wording.

A photo of School Committee was captured over Zoom. The clerk then brought us into closed session.

Respectfully submitted,
Lael Gatewood, Recording Clerk

Next meetings: November 13, January 15, March 19, May 6-7, July 26 (Tuesday of IYM/C)

Addition to School Committee Handbook under “Officers”

The Assistant Clerk shall:

1. Aid the Clerk when and as needed, at the discretion of the Clerk.
2. Serve as Acting Clerk when the Clerk is known to be absent or inaccessible.
3. At such times as the Assistant Clerk is required to fill the role of either Acting or Interim Clerk, they shall have the full authority and requirements of the Clerk as stated above and under the “Job Description” of the Clerk.

And

III. Duties of the Assistant Clerk

The primary function of this position is to aid and be supportive of the Clerk in the performance of their responsibilities and may, at times, be expected to fill-in for the Clerk.

If the Clerk makes notification that they will have a known absence or be inaccessible for a defined period of time, the assistant clerk will serve as Acting Clerk, maintaining the familiar intentions and responsibilities of the Clerk.

Should the Clerk be unable to complete their “term” the Assistant Clerk will assume the role of Interim Clerk until such time as the School Committee selects a new Clerk.

An Assistant Clerk should become familiar with the job description of the Clerk to better understand that role and potential responsibilities as may be expected.

Although the Assistant Clerk is not an ex officio member of any sub-committee, they may at times be called to attend such meetings.

This position is not a natural or presumed ascension to the role of Clerk. While this does not disqualify the Assistant Clerk from becoming Clerk, there is no “order of succession” inherent with this position.

****Also add Assistant Clerk under the heading of “Job Descriptions”** in the School Committee Handbook. More work on the School Committee Handbook will continue throughout the year.