

**Oregon Episcopal School
Board Minutes
April 22, 2010**

Present: Steve Grant, Leslie Spencer, Kirk Bass, Robert Bryant, Ann Carter, Raymond Cheng, Kristin Collins, Tina Donovan, Brenda Henderson, Elizabeth Highet, Mark Hochgesang, Estelle Kelley, Mark Kemball, Elizabeth Perkins, Urmila Ratnam, Clent Richardson, Alan Shiffer, L. D. Wood-Hull, Kathy Layendecker, Jan Massaro, Pat Kelley, Jordan Elliott, David Lowell, Jon von Behren, Phillip Craig, Tom Wheelock, Lynn Mawe, Ace Ellis, Marianne Johnson

Guests: Ian Symmonds, Teri Beatty

WELCOME & INVOCATION

Steve Grant welcomed all and The Rev. Robert Bryant gave the invocation.

APPROVAL OF MINUTES

Kirk Bass moved that the minutes of the January 21, 2010 meeting be approved as written, Leslie Spencer seconded, and the motion was approved unanimously.

AUCTION RECOGNITION

Steve Grant presented Teri Beatty with a bouquet of flowers and thanked her for the wonderful job she did on the auction.

INTERIM HEAD OF SCHOOL REPORT

Kathy Layendecker reported that we have had very low turnover of faculty. In Upper School we hired an upper level Math teacher. In Middle School a Humanities teacher to replace Bonnie Stanke, who is retiring. In Lower School we are looking for teachers to replace Kathy Narramore for one year, and Carol Randall, who is retiring.

Last night Kathy attended the third grade's *Portland History Musical* and it was extraordinary. She is looking forward to the fifth grade plays and the Upper School play, *A Murder is Announced*, playing April 28th –May 1st.

Yesterday the fourth graders left for Camp Magruder and the eighth graders are on their language trips in China, Spain, and Quebec.

Kathy reported that sports are in full swing. The Boys' lacrosse team went to a tournament in California; it was a great experience and they did quite well. The Girls' tennis team remains undefeated.

In college admissions Kathy was pleased to report on our kids' ability to get into the schools that they did. This means colleges know OES and the rigor, and the type of education they receive. We have kids going to Yale, Stanford, Brown, Wellesley, Princeton, and West Point, to name a few.

David Lowell and his admissions team continue to do an outstanding job. We have a large ninth grade – retention was at 75 percent. We are a little low in kindergarten and PreK but our total enrollment is where we hope to be.

The auction was a fun event and there was a great mood in the room. The paddle raise made \$90,000 for the all-school musical next year and for the future. Overall we netted approximately \$90,000 which is a big improvement over last year.

On the scheduling front consultant Roxanne Higgins from Independent School Management (ISM) was here for three days interviewing parents, students, faculty and staff to understand who we are. Tom Wheelock and the scheduling committee will look at what Roxanne presented and make recommendations sometime next year.

Kathy and Phillip Craig travelled to Eugene to attend the consecration of our new Bishop, the Rt. Rev. Michael Hanley. Bishop Michael is a wonderful man who exudes warmth and Kathy feels optimistic about the role he will play at OES. Steve Grant and Kathy are encouraging him to get more involved with OES.

Phillip Craig reported on Mt. Hood Climb Service Day which will be held on May 12th. Division service learning coordinators have been working hard to organize the day. Starting May 10th the Mt. Hood Climb books will be on display in the Upper School library. On May 12th the entire community will gather around the Bell Tower for a brief gathering and worship service before students head off to do their service work. The day will conclude that afternoon with an ice cream social in Aardvark Community Park. Brenda Henderson asked if trustees could sign up for projects and Phillip said he will send the list of projects to the trustees.

PROGRAM UPDATE

Tom Wheelock and the division heads held two academic forums this week with a total of 100 parents in attendance.

Tom said the PK-12 curriculum will drive through the next ten years and the challenge will be to maintain the progressive OES education and the foundation between individual students and teachers moving into 21st century skills.

This spring and next fall the division heads will look at the calendar and will be making some changes to meet our needs and the health of our kids. The changes will come out of faculty conversations and we need to have the model in hand to show parents next January (feedback will be gathered in the fall). There will not be the same distribution between Lower School and Upper School but there will be coherence. Kathy has asked the administration to look at a seven year calendar over the summer and we will spend time training faculty on technology.

In February, as a result of the visioning feedback, Kathy and Tom met with some Lower School faculty interested in looking at and improving Lower School curriculum. Tom answered questions and said he would report again in October and before spring break.

VISIONING AND LISTENING UPDATE

Steve Grant reported the Visioning Committee is close to having a visioning statement and Ian Symmonds presented draft statements. Ian explained the mission is “what we

do” and the vision is “why we do it.” He added that there was a proposal to revise the current mission statement by removing “The purpose of Oregon Episcopal School is...” to make it shorter. Steve will take feedback from the Board, work on it some more, run it by a few groups for feedback, and then come back with the final statement. He asked trustees to write down their thoughts and email him. Anne Weston will download the proposed statements from Ian’s website and send them to the Board.

GOVERNANCE COMMITTEE UPDATE

Alan Shiffer said the Board self assessment survey will be going out via Zoomerang and the results will be reported at the June retreat.

Alan reported that new trustees will be brought on this year. The committee looked at current profiles and has identified gaps. The Board needs people with legal expertise, financial expertise, diversity, donor capacity, community leaders and strategic thinkers. A working group of the committee went through 50-60 names and that number was whittled down to 16-18 people that we have had contact with. The committee is in the process of bringing two people through the Episcopal elections in November to come on board July 1, 2011. There are four other openings which will be filled July 1, 2010.

Alan explained that the committee has created a process for selecting Board officers. A work group comprised of the president, governance chair, head of school and one or two other people will propose the slate of officers and help with the selection of committee chairs. The slate will be presented to the Board at the June retreat for approval.

There was a suggestion to post the process on the website, as well as listing Board meetings on the reader board.

Clent Richardson reported on revisions to the bylaws and thanked Urmila Ratnam for the work she did. A redlined version of the bylaws was sent to trustees to review. The primary revisions are the elimination of the Buildings & Grounds, Diversity, Religious & Spiritual Life committees, and to make the recommended changes to the standing Board committees which include the evolution of the *Advancement Committee* to the *Development Committee*, the *Executive Committee* to the *Board Operations Committee*, and associated changes. There were also a number of inconsistencies throughout the document which were cleaned up. Clent explained that once the Board approves the revisions the bylaws will be sent to the Diocese for approval at the November 2010 convention. Liz Perkins has graciously agreed to help move the paperwork through the Diocesan process. A question was raised about nominations from the floor at the convention (page 2, section D) and whether we wanted to remove that sentence. Urmila explained that the focus of the revision work was to shrink the committees, change committee names and the charter where applicable. There will be additional revisions we will want to bring up with Bishop Michael in the future.

Estelle Kelley moved that the Board of Trustees of Oregon Episcopal School approve the revisions to the bylaws which eliminate the Buildings & Grounds, Diversity, Religious & Spiritual Life committees, and change the name of the *Advancement Committee* to the *Development Committee*, the *Executive Committee* to the *Board Operations Committee*, with associated changes, Liz Perkins seconded, and the motion passed unanimously.

FINANCE COMMITTEE UPDATE

Kirk Bass gave an update on the 2009-10 budget. Through the end of March our revenue is up about \$92,000 due to six new students not planned for originally, and \$25,000 from the OES Fund that was not budgeted. Expenses are on track, and since June 30, 2009 the endowment is up just shy of 22 percent.

The 2010-11 budget will be finalized at the next Finance Committee meeting and Kirk believes we will have a favorable budget to present at the June retreat. The PPRSM budget is within the prescribed allotment for the year at \$700,000. Kirk reported that the financial aid demand may come in under the budgeted amount. Concern was expressed that we need to use all of our financial aid dollars and not leave any behind. Kirk said that we are receiving more financial aid requests from Kindergarten families. Kathy said she would like to see more financial aid come from the endowment. It was agreed that financial aid and the target will be reviewed and there will be a year-end report on financial aid at the retreat.

SEARCH PROCESS UPDATE

Clent Richardson reported that an RFP was sent out and seventeen search executives responded. The field was narrowed down to three finalists who were each interviewed for an hour. The committee unanimously agreed that Bob Fricker of Educational Directions was the best fit for OES. Bob is an amazing individual, thoughtful and insightful, and Clent believes he can find a great match for OES. He is based in Berkeley, California and the firm is headquartered in Boston. Bob is the lead person and Charlotte Rea will be working with him. They are former heads and have been out of that for approximately four years. Bob and Charlotte were very clear that they will spend as much time as needed to get to know OES. Board approval and ratification is dependent upon the reference checks which Clent is doing now, and initial feedback is great. Ann Carter moved that the Board of Trustees of Oregon Episcopal School retain Bob Fricker and Charlotte Rea of Educational Directions for the Head of School search pending reference checks, Liz Perkins seconded, and the motion was approved unanimously. Tina Donovan thanked Clent for his leadership on the committee.

BOARD CALENDAR

Steve Grant reminded everyone that the retreat is June 12th, place to be determined, and commencement is June 17th at Trinity Cathedral.

Meeting adjourned to executive session with Kathy Layendecker at 6:17 p.m.

Respectfully submitted,

Anne Weston