

**Oregon Episcopal School
Board Minutes
January 21, 2010**

Present: Steve Grant, Leslie Spencer, Steve Lovett, Tim Phillips, Kirk Bass, Robert Bryant, Ann Carter, Raymond Cheng, Kristin Collins, Tina Donovan, Brenda Henderson, Elizabeth Highet, Mark Hochgesang, Estelle Kelley, Liz Perkins, Urmila Ratnam, Clent Richardson, L.D. Wood-Hull, Kathy Layendecker, Jan Massaro, Dan Drinkward, Pat Kelley, Jordan Elliott, Scott Hardister, Anne Marie FitzGerald, David Lowell, Jon von Behren, Phillip Craig, Tom Wheelock, 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

Ann Carter moved that the minutes of the November 18, 2009 meeting be approved as written, Steve Lovett seconded, and the motion was approved unanimously.

AUCTION UPDATE

Auction chair Teri Beatty reported that this year's theme is the 1960's "Age of Aquarius," to be held at the Multnomah Athletic Club with an after-party. Teri presented the opportunities for underwriting and thanked the trustees for their support.

VISIONING & LISTENING UPDATE

Ian Symmonds reported that approximately 230 people attended the listening session results forum two weeks ago. All three sessions went very well and a number of people told him it was very informative.

The steering committee met two nights ago and identified the key points and elements that will create a vision and Ian distributed a summary of their work. Steve Grant said that although we are a little behind, we are on the right track and the work will be of better quality. The steering committee is scheduled to meet on January 28th with the report due to the community on February 2nd. This will not give the Board time to preview and support the report before it is presented to the community. It was agreed to push out the timeline for the report to ensure that it is crisp and clean.

INTERIM HEAD OF SCHOOL REPORT

Enrollment is at 844. We are about to add three Lower School students after losing three Upper School students (reasons not associated to OES), and we have some students looking at second semester admission. Next year we are seeing good demand for OES. Ninth grade demand is very strong but beginning school demand is down and we are not sure why. The admissions office is very focused on getting those numbers up; David Lowell is attending three fairs next week and we are doing some advertising. We had several good information evenings recently and Kathy commended David Lowell, Jordan

Elliott, Scott Hardister, Karen Seder and Jen Bash for their great work on 8th – 9th grade retention.

The application deadline is February 2nd, acceptance by March 1st, and parents need to let us know by March 20th. Re-enrollment contracts go out February 8th and they need to be returned by February 22nd. We are using the new parent portal to issue re-enrollment contracts and this has greatly simplified the process. We are also using PCR to distribute comments in Middle School and Upper School.

We have two strong finalists for the director of marketing and communications position. Kathy thanked Tom Wheelock, David Lowell, Ann Carter and Leslie Spencer for their participation and comments.

The OES Fund is at \$550,000 which is just a tad behind last year and Kathy would like to see us exceed last year's number. The endowment is up 18 percent since July 1, 2009.

Very few teachers have informed us that they are looking elsewhere. We have three teachers retiring this year: Bonnie Stanke and Alice Simpson in Middle School, and Carol Randall in Lower School.

In addition to the last college admissions report, students have gained acceptance at Colorado College, NYU, Santa Clara and Tulane.

There were two disciplinary issues in Upper School that were handled by the Discipline Committee.

PAL coordinated a wonderful event for parents (*China Now*) at the Portland Art Museum that was well attended.

OES will be a second wave responder to the tragedy in Haiti to provide assistance over time as the media surrounding the event slows down. The All School Service Learning Committee, led by Philip Craig, has some incredible ideas and Sue Jensen is also involved. There will be a very exciting dinner and music event with special guest KC Cowan of OPB Art Beat.

Kathy and Tom Wheelock met with Lower School faculty to discuss the visioning results. The administration is creating a task force with Lower School teachers to create a vision and curriculum plan for first through fifth grade. Twelve of the twenty-five teachers volunteered to work on the task force.

The administrative team had two half-day retreats working with consultant Tobey Fitch. The team worked on goals and will work to create an overall umbrella vision for school program in conjunction with the overall school vision.

Pat Kelley '55 is forming a group of quilters to create a quilt that will be sold at the auction. The group will meet in the Charlton Room starting the first Wednesday in February from 3:00 to 5:00 p.m.

Upcoming Events:

- AASK Friend-raising Breakfast on January 22nd at 8:00 a.m.
- School Finances Open Forum on February 10th at 7:00 p.m.
- Educational Open Forum with Tom Wheelock and division heads on March 2nd [rescheduled for April 19 and 20].
- Arts Week beginning February 19th with an all school assembly, art show at the Gallery Store, performances related to the Arts during the week, culminating with the One-Act plays.
- Lunar New Year on February 21st from 3:00 – 5:00 p.m. in the dining hall and outside area.
- Science Fair on March 5th.
- The Bishop of Oregon Consecration on April 10th at the Hult Center in Eugene.

Kathy thanked the administrative team for the tremendous amount of work they are doing.

GOVERNANCE COMMITTEE

Clent Richardson invoked the request of confidentiality.

Clent reported that a governance sub-committee was formed to review the standing Board committees and make recommendations for the elimination of up to 50 percent (5) of those committees. Clent said that the focus of the Board should be on financial sustainability and legal issues; everything else should be handled by the Head of School and the Administration.

Currently there are ten standing committees. The Governance is asking for support to eliminate the following committees:

- **Buildings & Grounds:** The work of this committee will migrate into the Finance Committee.
- **Diversity:** The Head of School and the administration will be responsible for overseeing the diversity of the school. It is recommended that the Diversity Statement created by the Diversity Committee not be put forth for approval until we complete the visioning process.
- **Religious & Spiritual Life:** This committee was originally created as a liaison to the parish of St. John the Baptist. It is the opinion of the Governance Committee that the work of this committee should be overseen by the Head of School and the Head Chaplain, who will provide an annual report to the Board (or more often as needed).

There was a brief conversation about eliminating the Mt. Hood Climb Observance Committee but it was agreed that until we have some continuity with the new Head of

School we will not eliminate the committee but recommend it be reviewed again in three to five years.

It was acknowledged that there are some non-trustees who have been very involved with the eliminated committees that we will need to communicate with.

The Advancement Committee will change and migrate into the *Development Committee* to focus on financial sustainability through fundraising.

The Executive Committee will change its name to *Board Operations Committee* and will focus solely on financial operations and business continuity in between Board meetings. This committee will not be vetting issues before going to the Board.

The Board Operations, Governance, Finance and Investment Endowment committees will remain as standing committees. The Communications Committee was an ad hoc committee; it will step back once we hire a Director of Marketing and Communications.

There was a suggestion to add the list of standing committees to the Governance page on the OES website.

Tim Phillips moved to approve the recommendations of the Governance Committee to eliminate 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 to the bylaws. Ann Carter seconded, and the motion was approved unanimously.

Clent Richardson and Urmila Ratnam will work on the changes to the bylaws which will be brought back to the Board to be ratified.

BOARD CALENDAR

Steve Grant announced that he feels the Board does not require a Saturday meeting on February 22nd so he is releasing it from the schedule.

The meeting adjourned to executive session with Kathy Layendecker at 5:40 p.m.

Respectfully submitted,

Anne Weston