

**Oregon Episcopal
Board of Trustees Minutes
November 17, 2010**

Present: Michael Hanley, Steve Grant, Estelle Kelley, Kirk Bass, Steve Lovett, Robert Bryant, Ann Carter, Raymond Cheng, Kristin Collins, Elizabeth Highet, Mark Hochgesang, Mark Kemball, Kate Lieber, Malcolm McIver, Urmila Ratnam, Evan Roberts, Leslie Spencer, Pat Trunzo, L. D. Wood-Hull, Kathy Layendecker, Jan Massaro, Phillip Craig, Randa Cleaves, Jordan Elliott, Ace Ellis, Susie Gundle, Scott Hardister, Marty Jones, David Lowell, Jon von Behren, Anne Weston, Tom Wheelock, Marianne Johnson

WELCOME AND INVOCATION

Steve Grant welcomed all and Bishop Michael gave the invocation.

APPROVAL OF MINUTES

Kirk Bass noted two corrections to the minutes of the October 18, 2010 meeting. Under the heading "Excess Funds Recommendation":

1. In the first paragraph replace the word *task force* with *Finance Committee*.
2. In the last paragraph replace the name *Kirk* with *Jon von Behren*.

Steve Lovett moved to approve the minutes of the October 18, 2010 meeting with noted corrections, Estelle Kelley seconded, and the motion passed unanimously.

HEAD OF SCHOOL REPORT

Kathy Layendecker asked the trustees if they liked receiving a written head of school report ahead of time and the response was positive.

Kathy reported that she and Mo Copeland are speaking weekly and it is working well.

Strategic Plan

Kathy said the administrative team is continuing to talk about and roll out the strategic plan. It was presented to the Parent Community Link (PCL) recently, and David Lowell and Tom Wheelock presented a broad overview of the strategic plan to Lower School PAL and talked about how it affects Lower School. The plan will be presented to parents at two forums (morning and evening) on December 7th, and we may invite alumnae/i.

Security

Kathy asked Jon von Behren to give a security update. Jon said the outside doors have been re-keyed, and he is talking with vendors about surveillance systems, cameras, and electronic access. We may start with fifteen cameras which are easily expandable. The long term plan is to go to an electronic access system so we can determine who enters and leaves. The visitor ID program was rolled out this week and a safety letter went out last week. We have received positive feedback and parents are very supportive of our efforts.

Hathaway Brown Education Innovation Summit

Kathy and four administrators recently attended the Education Innovation Summit at Hathaway Brown School. Tom Wheelock and Jordan Elliott said the summit confirmed that we are absolutely on the right track with our strategic plan. Scott Hardister said it confirmed that we are a very thoughtful when we think about curriculum and how we employ our program. Ace said there were a lot of schools there with a lot of personalities and we are in a very enviable position.

They also had the opportunity to visit with some folks at the Hawken School and Kathy met with Monique DeVane. At Hawken they observed how they use technology, communal spaces for learning, and visited their building downtown where they do play space learning.

MS/US Schedule

Tom Wheelock, Scott Hardister, and Jordan Elliott talked about the new rotating schedule for Middle and Upper Schools. Tom said moving from a static to a rotating schedule will improve student learning and bring the Middle and Upper School schedules into alignment so that faculty and students may participate in both divisions when appropriate. It will allow time for teachers and students to meet. It will be six day rotation; classes will meet five out of six times a day, and one day will be a late start. Time is also allocated for gathering, chapel, speakers, and lunch. The timeline is to make a recommendation to Kathy Layendecker before the winter break, then roll out to parents in January.

Lower School will not change their schedule yet. The literacy initiative is under way and David Lowell is mentoring new teaching groups. David said he would like to see how the schedule rolls out in Middle and Upper Schools, and determine how it will work with Lower School.

ADMISSIONS REPORT

Susie Gundle reported that current enrollment is at 849, target enrollment at 843, and inquiries are up from last year. Susie ran through the admission yield, student retention, reasons for cited for not re-enrolling, socio economic diversity, financial aid distribution, ethnic diversity, residential program geographic diversity, and gave an overview of the admissions timeline.

SCHOOL FINANCES AND BUDGET OVERVIEW

Kathy and Ace presented an overview of the school finances and budget. The purpose of the presentation is to stimulate discussion of the relative importance of key drivers to the School's long-term financial sustainability. The presentation was followed by discussion. Steve Grant said this should be revisited after board members have had time to reflect on it.

HEAD SEARCH COMMITTEE UPDATE

Estelle Kelley reported that Mo Copeland has signed a (three year) contract. She said Mo did not want any benefit that faculty and staff did not have. Estelle thanked Steve Grant and the members of the search committee and said she is now pulling together the transition team for

Mo. Steve Grant added that Kathy Layendecker has done a great job of communicating with Mo on a weekly basis.

Meeting adjourned to executive session with Kathy Layendecker at 6:05 p.m.

Respectfully submitted,
Anne Weston