

**Oregon Episcopal School  
Board Minutes  
November 18, 2009**

**Present:** Steve Grant, Leslie Spencer, Tim Phillips, Steve Lovett, Kirk Bass, Ann Carter, Raymond Cheng, Kristin Collins, Tina Donovan, Brenda Henderson, Mark Hochgesang, Estelle Kelley, Mark Kemball, Liz Perkins, Urmila Ratnam, Clent Richardson, Alan Shiffer, L.D. Wood-Hull, Kathy Layendecker, Jan Massaro, Dan Drinkward, Jordan Elliott, Scott Hardister, Anne Marie FitzGerald, David Lowell, Jon von Behren, Phillip Craig, Tom Wheelock, Lynn Mawe, Ace Ellis  
Guest: Tobey Fitch, Fitch Associates

**WELCOME & INVOCATION**

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

**APPROVAL OF MINUTES**

Estelle Kelley moved that the minutes of the October 24, 2009 meeting be approved as written, Liz Perkins seconded, and the motion was approved unanimously.

**HEAD OF SCHOOL REPORT**

- The Boys' Varsity team made it to the state championship, and the game is this Saturday at 1:00 p.m. against Catlin Gabel at Wilsonville High School.
- The Upper School musical, *Return to the Forbidden Plant*, is opening tonight. All performances are sold out.
- The OES Fund is at \$414,000 which is similar to where we were last year at this time.
- The admissions season is in full swing. The Upper School open house is this Sunday from 1:30 to 4:00 p.m. Inquiries are up this year in Upper School and are lighter in Lower School.
- Seventeen of our students have qualified for the OMEA music competition. They will go to Eugene to work with other great student musicians from around the state.
- The election for the Bishop of Oregon is this Friday. Phillip Craig is going to be there and he will keep Kathy updated. The election is also on the Diocesan website with live updates.
- Kathy has narrowed the field down to four candidates for the Director of Marketing & Communications position. They will visit OES beginning the week after Thanksgiving and Kathy hopes to have someone in place by January.

**VCL UPDATE**

Jan Massaro reported that she is working with the Governance Committee to look at the role of the VCL Chair on the Board. It was decided to leave the role as currently defined in the bylaws (an ex-officio advisory role) and to revisit it at a later date. Jan proposed to the Governance Committee the following recommendations:

1. Have a VCL report at every regular Board meeting, as well as the Board retreat,
2. Include the VCL Chair in new trustee training.

3. Have trustee representation at PAL meetings.

Jan reported there have been three VCL meetings this year. Grade reps are working on their budgets and a grade rep forum has been added. Long term goals for this year include creating policies and procedures for VCL, and continue to look at communication, including using the parent portal for an access.

Jan reported that parents were still confused about the purpose of the listening sessions. Jan has also heard from parents that they feel communication is better. Steve Grant added he is trying to clear his schedule to attend the Lower School PAL on December 4<sup>th</sup>.

### **ACADEMIC PROGRAM UPDATE**

Tom Wheelock explained the role of the academic dean and talked about strategic initiatives he is working on and action items for 2009-2010.

#### **Lower School Report**

Anne Marie FitzGerald talked about the philosophy and vision, and reported on Lower School literacy, assessments and continuum, math, science, transitions, and learning support.

#### **Middle School Report**

Scott Hardister reported on the Humanities department, math, and science. Scott also talked about communication with 7<sup>th</sup> and 8<sup>th</sup> grade parents, changes in curriculum to create a smoother transition into Middle School, 8<sup>th</sup> grade Leadership Days and more thorough in planning for transitions from 5 to 6 and 8 to 9.

#### **Upper School Report**

Jordan Elliott reported on the process of continuous renewal, culture, coordination of curriculum cross-and intra-divisionally, communications to students and parents, support services, unifying global education, sister school relationships and dorms/international programs in the summer.

Tom Wheelock talked about other initiatives he is working on with the division heads and department chairs. Tom will give a progress report on curriculum in May.

### **VISIONING & LISTENING SESSION UPDATE**

Steve Grant gave a very preliminary report from Ian Symmonds on the listening sessions. There will be a full report to the steering committee by December 1<sup>st</sup>.

### **BOARD GOALS 2009-2010**

Steve said we need to get the momentum going on charter work. We need to articulate the vision, improve governance (work on the right issues), with a big focus on financial sustainability. Steve has asked each of the Board committee chairs to look at their activities and determine if the committee needs to keep doing that work or if it should be transitioned to someone else. The Governance Committee will take a look at the individual charters, cull out, and do integration work. The charter work needs to be

completed by November 30<sup>th</sup> so that the Governance Committee can work on it in early December. It should then be ready to go by December 21<sup>st</sup> or the end of the month.

Meeting adjourned to Executive Session at 5:57 p.m.

Respectfully submitted,  
Anne Weston