

**Oregon Episcopal School  
Board of Trustees Minutes  
April 18, 2011**

**Present:** Steve Grant, The Rt. Rev. Michael Hanley, Kirk Bass, Steve Lovett, Ann Carter, Raymond Cheng, Brenda Henderson, Elizabeth Hight, Mark Hochgesang, Kate Lieber, Malcolm McIver, Urmila Ratnam, Evan Roberts, Leslie Spencer, Pat Trunzo, L.D. Wood-Hull, Kathy Layendecker, Jan Massaro, Phillip Craig, Randa Cleaves, Ace Ellis, Marty Jones, Jon von Behren, Anne Weston, Marianne Johnson

**Guest:** Tricia Sipowicz, Auction Chair, Paula Sutton, College Counselor

**WELCOME AND INVOCATION**

Steve Grant welcomed all and The Rt. Reverend Michael Hanley gave the invocation.

**2011 Auction Update**

Steve Grant thanked Tricia Sipowicz and all the volunteers for a great auction and presented her with a basket of flowers. Tricia reported there were 400+ attendees and it brought in \$335,000 gross income. \$133,000 was for the special appeal, including \$30,000 from international parents and \$20,000 from Parent Community Link (PCL).

**College Admissions Update**

Paula Sutton gave an update on college counseling. She reported on national trends – there continues to be increases of applications at colleges. Kids are applying to more colleges and there are more international applications. The average acceptance rate of four-year colleges is 67% and the average yield rate is 43%. Academic achievements continue to constitute the most important factors in the admission decision. The OES class of 2011 had a very good year in college acceptances.

College Counseling Highlights of the 2010-11 school year:

- Significant revisions to design and content of the School Profile
- Restructuring of Fall Junior Retreat
- Worked with seniors to engage them more in assessing their final lists
- Smooth transition in sending teacher letters and school materials electronically
- College Night for each grade level in place
- Spent four evenings in the dorms assisting seniors on applications and essays

College Counseling Goals April 2011 - June 2012

- Finalize revisions to college counseling handbook
- Make changes to college counseling Webpage
- Design and send alumni survey
- Schedule a “transition to college meeting” for seniors in May

**Approval of Minutes**

Kirk Bass noted a correction to the January 20, 2011 minutes:

The tuition increase in the Finance Committee report should be stated as **4.25%** instead of 5.2%. Steve Lovett moved that the minutes of the January 20, 2011 meeting be approved with noted change, Kirk Bass seconded, and the motion was approved unanimously.

### **Head of School Update**

Kathy thanked all trustees who attended the NAES Board of Governors breakfast last week, and those who attended *The Wizard of Oz* this past weekend.

Kathy emailed a written report to trustees a few days before the meeting and she asked if there were any questions.

Kate Lieber asked why the auctioneer announced the paddle raise for the communications center had a \$200,000 goal. Kathy said the auctioneer came up with that number randomly; our target was \$125,000 to \$175,000 and we will have no problem completing the communications center with what we brought in.

Malcolm McIver said it appears we have been a lot more selective in admissions this year. Susie Gundle replied that we had solid wait lists and we were blessed with highly qualified students. The low applications in PK and K have turned around and we are still accepting applications in K, 8<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grades. The retention from 8<sup>th</sup> to 9<sup>th</sup> was great. Susie gave an overview of the selection process.

Phillip Craig reported that Mt. Hood Climb Service Day is May 11<sup>th</sup>:

- Phillip communicated with the families in the fall about the plans for the 25<sup>th</sup> anniversary and did not hear back from many.
- There will be a 7:30 a.m. Eucharist followed by an all-school gathering around the Bell Tower at 8:15 a.m.
- Phillip wrote an article about Mt. Hood Climb Service Day that was published in the winter edition of OES Magazine.
- Alumnae/i have received an invitation to participate in service learning on that day by volunteering where they live, and Tammy Armstrong in the alumnae/i relations has created a blog so they can share their service work with other alumnae/i.
- Survivor Giles Thompson will join OES alumnae/i to work with the students.
- The Mt. Hood Climb memorial books are being delivered to the archivist tomorrow.
- There have been no media inquiries to date and the committee will meet soon to ensure everything runs smoothly.

### **Finance Committee**

Kirk Bass presented the 2010-11 operating results outlook to date. At their May meeting the committee will review another update to this forecast along with a fresh look at the preliminary 2011-12 operating budget reflecting actual faculty and staff salaries, actual financial aid awards, and 2011-12 opening enrollment projections based on spring admissions activity (see report for details).

## **Endowment Withdrawal Changes**

The OES Endowment Disbursement Policy calls for the Endowment Investment Committee to recommend a spending rate to the Finance Committee annually in consideration of multiple factors which are set forth in the policy. After doing a thorough review the Endowment Investment Committee proposed to the Finance Committee that we reduce the target effective spending rate from 4.5% to approximately 4.25% using a new formula for calculating the annual spending amount. This was reviewed and endorsed by the Finance Committee on April 7<sup>th</sup> (refer to report for detailed information).

The Finance Committee recommends that the Board approve reducing the target endowment spending rate after the 2011-12 fiscal year and that the School change its annual spending formula to a blended market value and inflation basis (Yale formula) in order to reduce the volatility of annual spending fluctuations and achieve the desired lower effective spending rate objective. Ann Carter moved that the Board of Trustees of Oregon Episcopal School approve the Endowment Spending Policy Revision recommendation dated March 11, 2011, Brenda Henderson seconded, and the motion passed unanimously.

## **Governance**

Steve Lovett presented the slate of officers:

- Steve Grant, President
- Estelle Kelley, Vice President
- Evan Roberts, Vice President
- Kirk Bass, Treasurer
- Kate Lieber, Secretary

The nominees left the room to allow for discussion. Steve Lovett explained the process for choosing the slate of officers. Steve also explained that Steve Grant was asked to serve one additional year as president to ensure a smooth Head of School transition. Leslie Spencer moved that the Board of Trustees of Oregon Episcopal School approve the slate as presented, Raymond Cheng seconded, and the motion passed unanimously.

Steve Lovett announced that the trustee self-assessment and HOS evaluation surveys will be distributed soon.

## **Strategic Plan Update**

Steve Grant reported that a comprehensive report on strategic planning will be given at the June retreat. Kathy Layendecker gave a brief presentation on the Essential Competencies and the Value Proposition. Kathy will email the pages she presented so trustees can review and offer feedback. Steve Grant said this will be a good discussion for the retreat.

Raymond Cheng is leading the Master Site Plan Committee. Jon von Behren presented the Facilities Development Principles and the Master Site Plan activities. The committee invited eleven firms to submit a proposal and ten did so. The committee narrowed it down to three firms who are coming to OES tomorrow. The committee will choose one firm, start work in May, and report to the Board by December 2011. Steve Grant would like to see the underlying assumptions under the master site plan at the June retreat.

The meeting adjourned to executive session with Kathy Layendecker at 5:47 p.m.

Respectfully submitted,  
Anne Weston